



## Job Profile

<b>Job Title:</b> Learning and Development Manager Children’s Social Care Academy	<b>Grade:</b> P06
<b>Section:</b> Children & Families	<b>Directorate:</b> Children’s Services
<b>Responsible to following manager:</b> Principal Social Worker/Head of Children’s Social Care Academy	<b>Responsible for following :</b> <ul style="list-style-type: none"><li>• Professional Development Officer (Children’s Social Care)</li><li>• Training and Development Officer (WSCP Safeguarding)</li><li>• Training and Development Officer (Safeguarding in Schools)</li><li>• Training and Development Officer (Early Years and Wider Workforce)</li><li>• Professional Practice Development Advisor (ASYE)</li><li>• Training and Development Officer (Foster Care) 0.4</li></ul>
<b>Post Number/s:</b> RWA1149	<b>Last review date:</b> April 2016

### Working for the Richmond / Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Borough Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront innovation in local government and the organisation will invest in your development and ensure the opportunities for progression that only a large organisation can provide.



**Job Purpose:**

The role of Learning and Development Manager (Children’s Social Care Academy) is threefold:

- to take lead responsibility for workforce training, learning and development for Children’s Social Care and Early Help; including multi-agency safeguarding training; this includes meeting the post qualifying training needs of registered social workers
- to lead and co-ordinate the Assessed & Supported Year in Employed for Newly Qualified Social Workers; Early Professional Development and subsequent career progression
- to take lead responsibility for undertaking training needs analysis and developing workforce training and development strategies and plans on behalf of the Children’s Social Care Academy; and
- to work closely with the Business Support & Training Systems Manager, other Workforce Learning and Development Managers (Adult’s Services and Organisational Development) for the on-going systems development and day to day operation of the Training and Development Service’s website (Training and Professional Development (TPD) Online. TPD Online is a website service which provides open access via a searchable directory and booking system to the integrated programme of multi-agency and specialist training opportunities for the workforce.

**Specific Duties and Responsibilities:**

1. To have lead responsibility for the co-ordinating workforce learning, training and development linked to the Wandsworth’s Children’s Social Care workforce, Early Help, Foster Carers and the Local Safeguarding Children Partnership; including ensuring relevant learning from serious case reviews/child safeguarding practice reviews, internal management reviews, casework audit and quality assurance is disseminated to the workforce.
2. To set up and maintain systems to quality assure all commissioned and directly delivered training events, to evaluate the impact of events and support the effective transfer of learning outcomes into the practice/working environment and the cycle of continuous improvement.
3. To ensure that knowledge and expertise within the post holder’s area of responsibility is kept up to date and refreshed to take account of new



developments in law, policy, or innovations in practice which impact upon workforce requirements and training delivery.

4. To provide operational and motivational leadership of staff, providing a visible presence to the workforce and promoting a good working environment with the primary aim of delivering high quality services.
5. To provide effective management of staff, including recruitment, training and development, and appropriate application of policies and codes of practice on staffing matters.
6. To ensure all Member queries and FOI requests about service delivery are dealt with promptly and effectively.
7. To advise and support senior managers on relevant service and operational matters.
8. To assist as required with the management of budgets, including ensuring that all necessary processes and procedures are carried out in a timely and effective way.
9. To proactively assist and as required carry out performance review and improvement measures on an ongoing basis, helping to ensure that a customer focus is embedded within the service, and innovative and creative solutions are evaluated to secure the highest quality and value for money function.
10. To assist with and as required lead change programmes within the service.
11. To support ways of working that ensure that those who use our services/lived experiences are contributing to evaluation of learning activities.
12. To ensure that effective commissioning, market testing and contract management of services processes are in place and operating to all required standards.
13. To contribute towards the development of good working relations and collaborative arrangements with relevant third party organisations including private, voluntary and other public organisations, to forge effective partnership working.
14. To support the Head of Training and Development Service in representing the SSA, and where appropriate customers, in dealing with external organisations.



**Generic Duties and Responsibilities**

- To contribute to the continuous improvement of the Borough’s of Wandsworth and Richmond services.
- To comply with relevant Codes of Practice, including the Code of Conduct, and policies concerning data protection and health and safety.
- To promote equality, diversity and inclusion, maintaining an awareness of the equality and diversity protocol/policy and work to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand the both Council’s duties and responsibilities for safeguarding children, young people and adults as they apply to your role within the council.
- The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

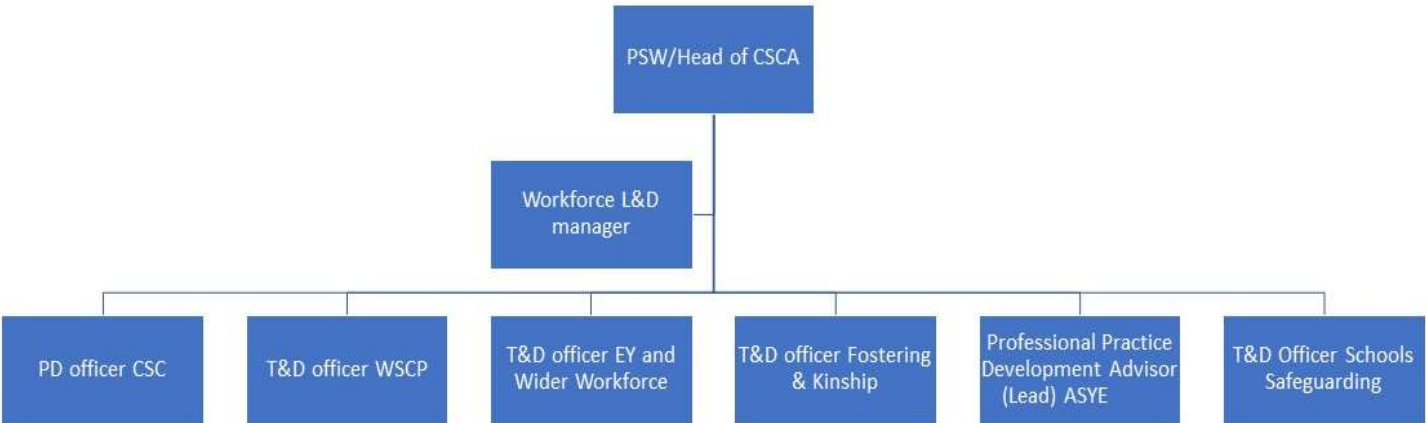
**Additional Information**

The post holder will be expected to undertake finance tasks, including reviewing and processing orders/payments and regular budget balance checks, to ensure that the service has sufficient financial management arrangements; including that the Council’s end of year financial processes and procedures are complied with.

The post holder will be required to support the delivery of workforce training and development events across Borough’s of Richmond and Wandsworth.



**Current team structure**





<b>Job Title:</b> Learning and Development Manager Children’s Social Care Academy	<b>Grade:</b> P06
<b>Section:</b> Children & Families	<b>Directorate:</b> Children’s Services
<b>Responsible to following manager:</b> Principal Social Worker/Head of Children’s Social Care Academy	<b>Responsible for following :</b> <ul style="list-style-type: none"><li>• Professional Development Officer (Children’s Social Care)</li><li>• Training and Development Officer (WSCP Safeguarding)</li><li>• Training and Development Officer (Safeguarding in Schools)</li><li>• Training and Development Officer (Early Years and Wider Workforce)</li><li>• Professional Practice Development Advisor (ASYE)</li><li>• Training and Development Officer (Foster Care) 0.4</li></ul>
<b>Post Number/s:</b> RWA1149	<b>Last review date:</b> April 2016

**Our Values and Behaviours**

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

**Being open.** This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

**Being supportive.** This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

**Being positive.** Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a ‘can do’ attitude and are continuously looking for ways to help each other improve.



Person Specification Requirements		Assessed by A & I/ T/ C (see below for explanation)
<b>Knowledge</b>		
Excellent working knowledge and understanding of the Children Act		A/I
1. 1989 and 2004; including relevant statutory responsibilities; national and local policy agendas; and associated workforce training and development requirements.		
2. Awareness, understanding and commitment to the protection safeguarding of children young people and vulnerable adults through the utilisation of systemic ideas and practises to build relationships with families that can create positive change for children.		A/I/T
3. Comprehensive knowledge of different learning and training methods, techniques and delivery models.		A/I
4. An understanding of the principles of workforce training and development and the application of these principles in practice.		A
5. Commitment to anti-oppressive and anti-racist practice and understanding of the how the principles and provisions of the Equalities Act relate to this post.		A
<b>Experience</b>		
6. Experience of successfully leading others and/or managing high performing teams of staff.		A/I
7. Experience of successfully managing high quality training and development services in a local authority or similar setting.		A/I
8. Experience of financial management and allocating staffing resources.		A/I
9. Experience of using standard IT packages to an advanced level; including for report writing (Word), presentations (PowerPoint) and manipulating statistical data (Excel).		A/T
10. Significant experience of successfully managing own workload and that of others in an environment where deadlines and priorities frequently change and are often conflicting.		A/I
11. Evidence of successfully leading change in a positive way.		A/I
<b>Skills</b>		
12. Good level of communication skills; including oral, written and presentation skills to provide clear and concise messages in a variety of internal and external contexts.		A/T
13. Leadership qualities, including the ability to promote a vision of learning, training and development for individuals, teams and services.		A/I
14. Ability to initiate and complete the training and development cycle; collate and analyse needs; design and specify course/programme		A/I



content; provide quality assured training and development services via commissioned suppliers or direct delivery as appropriate; and evaluate the effectiveness of learning from training into the practice environment.	
15. Ability to think and plan in strategic and operational dimensions.	A/I
<b>Qualifications</b>	
16. Social Work qualified and registered with Social Work England.	C
17. desirable to have a Level 5 management qualification or equivalent.	

- A – Application form / CV
- I – Interview
- T – Test
- C - Certificate