

Role Profile

Role Profile Created: 29th August 2019

Post Title:	Learning & Development Adviser (HSCP)
Grade:	10

ROLE DEFINITION

To assist in the planning, design, preparation and delivery of training, learning and development within the Health & Social Care Partnership and partner agencies in the statutory and third sectors

KEY TASKS AND RESPONSIBILITIES

Corporate Responsibilities

- Manage/deliver the Service in accordance with the Council's corporate policies and procedures and relevant strategy provision.
- Manage/deliver the service outcomes, in the most efficient and effective way, that delivers the Council's Strategic Priorities within the Council Plan and contributes to the production of Directorate Plans.
- Manage and monitor Capital and Revenue budgets as assigned and contribute to budget development.
- Lead, or contribute to, the preparation of cross-service business development plans, as required.
- Ensure the effective management and leadership of employees, where appropriate.
- Prepare and co-ordinate reports for the Council, its Committees or working parties and to attend these meetings as required.
- Undertake any other reasonably required duties as instructed by Management or someone acting on their behalf, in addition to the role specific tasks & responsibilities detailed below.

Role Specific Tasks & Responsibilities

- Establish and maintain regular contact with Managers at relevant levels to identify training needs of staff.
- Identify learning needs of staff in accordance with regulatory requirements and through Learning Needs Analysis and advise management accordingly.
- Assist with the formulation and implementation of the annual Operational Plan and attendant training calendar for Social Services.
- Plan, design, participate and deliver training programmes and learning events.

Role Profile

- Undertake administrative duties associated with the efficient delivery of training events.
- Monitor, evaluate, and quality assure internal and external training courses and events and report back to managers as appropriate.
- Monitor staff training records as appropriate.
- Assist in work connected with the provision of Practice Learning Opportunities for HNC students as required.
- Disseminate information to relevant staff regarding external events, ensuring the attendant processes are executed to allow nominated staff to attend.
- Develop and maintain links with other agencies and authorities to establish joint training initiatives as appropriate.
- Promote and raise awareness of the service, as well as demonstrate good practice to colleagues within the Service and across agency boundaries.
- Maintain accountability for own competency and performance, participate in critical analysis of personal practice and performance in consultation with the Line Manager.
- Ensure adherence to own continuous personal development as identified and in line with regulatory requirements.

Role Profile

ESSENTIAL / DESIRABLE CRITERIA

	Essential	Desirable	Evidence
Education and Qualifications	<ul style="list-style-type: none"> • Degree in Social Work or equivalent OR equivalent experience • Ability to undertake the Professional Development Award in Practice Learning 	<ul style="list-style-type: none"> • Postgraduate qualification in a relevant discipline or equivalent 	<ul style="list-style-type: none"> • Application Form • Interview
Experience	<ul style="list-style-type: none"> • Post qualifying Social Work experience • Understanding of Child and Adult Protection issues • Managing resources and working in partnership across service sections and agency boundaries 	<ul style="list-style-type: none"> • Delivering training to others • Budget management experience • Post qualifying experience in planning and delivering evidence-based support 	<ul style="list-style-type: none"> • Application Form • References • Interview
Specialist Knowledge	<ul style="list-style-type: none"> • Policies, legislative and regulatory requirements of Social Services • ICT applications and developments • Understanding of issues which affect service users and/or carers 	<ul style="list-style-type: none"> • Awareness of NAC policies and procedures • Knowledge and understanding of the Protection of Vulnerable Groups 	<ul style="list-style-type: none"> • Application Form • Interview • Pre/Post-Interview Check (if appropriate)
Skills and Abilities	<ul style="list-style-type: none"> • Apply theory to practice • Written and verbal communication 	<ul style="list-style-type: none"> • Ability to motivate and inspire others 	<ul style="list-style-type: none"> • Application Form • References • Interview

Role Profile

	Essential	Desirable	Evidence
	skills <ul style="list-style-type: none"> • Interpersonal, organisational and networking skills • Ability to use own initiative and to work as part of a team • Ability to work under pressure and meet deadlines 		
Other	<ul style="list-style-type: none"> • Ability to travel throughout North Ayrshire and beyond as required • Registered member, or in the process of registering with SSSC • Ability to work flexibly 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Application Form • Interview • Pre/Post-Interview Check (if appropriate)

Role Profile

OUR STAFF VALUES & BEHAVIOURS

Value	Behaviours
<p>Focus.</p> <p><i>we</i> put our customers first</p> <p><i>we</i> understand the bigger picture</p>	<ul style="list-style-type: none"> • Provide excellent customer services.
	<ul style="list-style-type: none"> • Meet and where possible exceed the expectations of internal and external customers.
	<ul style="list-style-type: none"> • Understand the performance levels and standards required within our own role and strive to achieve and where possible exceed these.
	<ul style="list-style-type: none"> • Know how the work we do fits into the overall performance of the Council.
<p>Passion.</p> <p><i>we</i> take pride in the jobs we do</p> <p><i>we</i> are ambitious for our community</p>	<ul style="list-style-type: none"> • Take ownership of our own actions and performance.
	<ul style="list-style-type: none"> • Reflect on the work we do and consider how it could be improved.
	<ul style="list-style-type: none"> • Have a positive impact on the lives of our customers and their communities.
	<ul style="list-style-type: none"> • Push the boundaries to help our customers and communities realise their potential.
<p>Inspiration.</p> <p><i>we</i> all look for better ways to deliver our services</p> <p><i>we</i> achieve the best results by working together</p>	<ul style="list-style-type: none"> • Find new ways to deliver improvements, efficiencies and value for money.
	<ul style="list-style-type: none"> • Embrace change with enthusiasm and creative ideas.
	<ul style="list-style-type: none"> • Work together and creatively produce the best outcomes for our customers and communities.
	<ul style="list-style-type: none"> • Plan all activities with the end goal in mind.