

Job Description



Job Title: Workforce Development Manager	Service Area: Quality Assurance, Safeguarding and Workforce Development	
Directorate: Adults and Health – Quality Assurance, Safeguarding and Workforce Development	Post Number:	Evaluation Number: 6685
Grade: PO7	Date last updated: December 2023	

People at the heart of everything we do

We are committed to putting people – Newham residents and Council staff – at the heart of all we do. Our approach is a collaborative joint enterprise between residents, the Mayor, Members, Council staff and the Corporate Management Team.

Equality and diversity

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity policy in the course of their work.

Protecting our staff and services

Adherence to health and safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good health and safety practices and manage risks appropriately.

Corporate parent

We believe that every member of staff working for Newham Council should understand and fulfil our corporate parenting responsibilities for our looked after children that we have under the Children and Social Work Act 2017.

Overall Purpose of Job

To provide leadership and management in relation to the Directorate's Workforce Strategy, supporting local Social Care Organisations, carers and Providers where required, to recruit and retain a healthy, skilled, diverse and knowledgeable Adults and Health workforce to meet the needs of our borough.

A key function of the post is to develop Social Work practice, developing and facilitating professional development opportunities by working collaboratively with other agencies and the Teaching Partnership.

The post holder will also be responsible for the governance of key functions and responsibilities within Adults and Health Directorate using actions and recommendations to underpin practice, policy and procedure developments.

Job Context

1. The post holder reports to the Principal Social Worker for Adults and Head of Strategic Safeguarding Adults and Deprivation of Liberty Safeguards.
2. The post holder has direct line management and supervisory responsibility for up to 4 staff.
3. The post holder will be required to work some evenings, weekends and occasional public holidays in order to meet service requirements and in order to ensure appropriate representation of the Council with residents, the Mayor, elected members and external bodies.

Key Tasks and Accountabilities:

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

1. Work collaboratively with Operational colleagues in relation to succession planning and lead on the development and management of the following professional development pathways - Social Work Students – including a student Social Worker to Newly Qualified Social Worker pathway, Newly Qualified Social Workers on the Assessed Year of Supported Employment (ASYE), Social Work Apprentices, Think Ahead and any other Social Work related programmes - being responsible for ensuring they are effective and a positive experience.
2. To effectively manage the National Apprenticeship Programme within the Adults and Health Directorate.
3. To effectively manage the ASYE programme in accordance with the agreed ASYE framework, ensuring it is reviewed as required.
4. To coordinate and oversee the Approved Mental Health Professionals course, Practice Educator Programme, Best Interest Assessor and any other post qualifying opportunities for Social Workers – ensuring practice is undertaken to maintain the qualification's currency and refreshers and updates are timely.
5. Provide leadership and management in relation to the Directorate's training strategy, leading on the development and implementation of an evidence

based mandatory and non-mandatory professional development offer that is visible to staff and is informed by training needs analyses and underpinned by professional requirements, legislation, policy, guidance, best practice guidance, outcomes from our quality assurance and practice improvement activity, including learning from case files audits, single and multi -agency audits, Safeguarding Adults Reviews, Learning Disability Mortality Reviews, internal management reviews, Coroner Inquests and any other relevant reviews or information.

6. Develop systems to use data to monitor the effectiveness of professional development opportunities.
7. To support the Principal Occupational Therapist with recruitment, retention and professional development of Occupational Therapists.
8. Support Social Care Organisations, Providers and residents to access relevant professional development activity and awareness raising sessions to optimise the safety and wellbeing of residents and carers.
9. Provide effective leadership and management in accordance with the agreed governance arrangements related to corporate audits, data breaches, freedom of information requests and complaints related to the Adults and Health Directorate, ensuring they are resolved timely and effectively and any actions and recommendations are complete to minimise risk and support the develop of practice, policies and procedures.
10. Responsible for development and delivery of an effective induction for all staff in the Adults and Health Directorate, incorporating our corporate induction.
11. To be a strong Social Work role model, leading on the professional development of Social Workers and Social Work practice in accordance with relevant legislation, policy, best practice and the Key Knowledge and Skills Statements, the Professional Capabilities Framework, Social Work England and promoting the Employer Standards for Social Work.
12. Leading on establishing and maintaining relationships with trainers and training providers and providing advice on professional development.
13. Design, create and facilitate appropriate activities and resources to support professional development and improve outcomes for residents. Working in partnership with residents, carers and staff to co-produce professional development opportunities.
14. To keep up to date with the development of national initiatives in Social Work practice, liaising with other leads across North East London, regionally and nationally, ensuring these are incorporated into our offer and an integrated approach with others is developed and maintained to design and deliver appropriate learning and development resources to support professional development and improve outcomes for residents.

15. Develop and maintain an effective and up to date career progression pathway for Social Care staff ensuring staff are aware of this.
16. Develop and implement a wellbeing strategy for staff in the Adults and Health Directorate.
17. Leading on the development and implementation of a Social Care Academy in partnership with Children and Young People's Services, the local Mental Health Trust and the Integrated Care System.
18. All activity is based on the key concepts of strengths based, person centred, coproduced, being accessible to all and is delivered within the resources available; ensuring effective use of Reablement, Assistive Technology and equipment to optimise residents' independence, wellbeing and quality of life.
19. Promote and participate in developing Social Work evidence based research and practice with academic institutions and national organisations, applying this within the local workforce, within and outside the organisation, to ensure that developments reflect practice needs.
20. To work in accordance with the agreed annual budget, ensuring value for money. Ensuring financial expenditure and financial integrity are controlled to assure regulatory and Council policy compliance and following the Council's Scheme of Delegation, Contract Standing Orders and Financial regulations.
21. To be the Local Authority's lead representative in relation to the local Teaching Partnership through a range of mediums including written materials, and contributing to meetings, conferences, seminars etc. as required for the benefit of partners and the wider Social Care profession.
22. To contribute to the design and development of HEI admissions processes, participating in HEI admissions processes for new social work students to ensure the robust and rigorous selection of potential student social workers.
23. To identify and support practitioners with current experience and specialist expertise to deliver a range of learning opportunities to others.
24. Implement the agreed Team Plan, targets and key performance indicators for associated areas of responsibility, ensuring these are agreed and communicated within the required timeframe and progress against objectives is effectively monitored and delivered. Prepare and present update reports to senior management as required.
25. Ensure all training is procured in accordance with the Council's policies and procedures.
26. Champion rights in the context of professional ethics and decision making.
27. Recruitment, induction, development, performance reviews, supervision, employee relations and all HR processes and planning are completed to the required standards and timescales. Data Protection legislation is followed and

resources including, equipment and systems are utilised optimally and efficiently and suitable health and safety instruction and training are provided so there is a safe working environment supporting the wellbeing of staff.



Personal Specification

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IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

CRITERIA	METHOD OF ASSESSMENT
<p>EQUALITY AND DIVERSITY We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.</p> <p>PROTECTING OUR STAFF AND SERVICES Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to</p>	

<p>understand and promote good Health and Safety practices and manage risks appropriately.</p>	
<p>QUALIFICATION:</p> <p>Qualified Social Worker registered with Social Work England</p> <p>Desirable – post qualifying qualification related to Social Work</p>	<p>Application Form – check to be carried out on Social Work England Register at application stage</p> <p>Application Form</p>
<p>KNOWLEDGE:</p> <p>High level of understanding of Health, and Adult Social Care within a breadth of settings</p> <p>Significant knowledge of the Care Act 2014, Adult Social Care and Safeguarding Adult’s legislation/policies/procedures and best practice and Mental Capacity</p> <p>Understanding of Integrated Care Systems</p> <p>Understanding of the Social Care Provider market and organisations</p> <p>Significant understanding of quality assurance and evidence based practice improvement</p> <p>Significant understanding of workforce development, recruitment and retention in Adult Social Care</p> <p>Substantial on-going continuous professional development</p> <p>Significant understanding of career progression pathways in Adult Social Care</p> <p>Significant understanding of how to maintain continual professional development in Adult Social Care</p>	<p>Application Form/Interview</p>

<p>Understanding of Teaching Partnerships</p> <p>Understanding of Higher Educational Institutes</p> <p>Understanding of good practice related to learning and development</p>	
<p>EXPERIENCE:</p> <p>Multi-agency working in Adult Social Care</p> <p>Management and supervision of staff, including Social Workers</p> <p>Embedding the learning from single and multi-agency case file reviews/audits, any other reviews, research, legislation, policy, guidance and best practice guidance to underpin practice, policy, procedure and professional development activities and training material</p> <p>Support others using positive influence and coaching</p> <p>Experience of effective co-production with residents, staff and partners</p> <p>Experience of using a preventative, strengths based and person centred approach, optimising the independence and wellbeing of residents</p> <p>Experience in submitting, monitoring and using performance data to underpin continual improvements</p> <p>Experience of successfully implementing and managing change in policy, procedures and practice</p> <p>Experience of implementing robust governance arrangements and demonstrating the impact of these on policy, practice and professional</p>	<p>Application Form and interview</p>

<p>development</p> <p>Experience of timely, effective and appropriate decision making in assessing risk, managing complex / high risk issues within a framework of policy and procedure, taking accountability for decisions made and escalating matters appropriately as required</p> <p>Developing and implementing a professional development strategy</p> <p>Developing and implementing a workforce strategy to recruit and retain Social Care staff</p> <p>Procuring best value for money training and development</p> <p>Being involved in the ASYE process</p> <p>Working with Higher Educational Institutes</p>	
<p>SKILLS & ABILITIES:</p> <p>Excellent oral and written communication skills including excellent IT skills with experience in using a wide range of software, including spreadsheets and MS office.</p> <p>Authority and credibility to build relationships to influence and engage others</p> <p>Confident in developing and leading reflective learning and development opportunities using constructive feedback and critical analysis methods across the partnership to improve practice and outcomes for residents</p> <p>Excellent time management skills to manage a complex workload,</p>	

<p>prioritise and set deadlines and cope with conflicting and changing demands</p> <p>High level of research and analysis skills and an ability to identify and diagnose developing or current issues and develop solutions.</p> <p>Recognises and values the contribution of others, motivates others and provides strong leadership and management, fostering a culture that encourages constructive, open feedback and innovative thinking, dignity and respect</p> <p>Works in accordance with Newham's Heart Values Honesty, Equality, Ambition, Respect, Together</p> <p>Sees diversity in their team and the community as positive and demonstrates a pro-active approach to promoting equality of opportunity</p> <p>Can achieve and sustain a highly effective, motivated and outcomes focussed team</p> <p>Leads by example and sets a positive example for others to follow; is enthusiastic, approachable and motivational</p> <p>Treats people as individuals in a respectful and friendly manner</p>	
<p>PERSONAL SKILLS AND ABILITIES:</p> <p>Recognises and values the contribution of others, motivates others and provides strong leadership and management, fostering a culture</p>	

<p>that encourages constructive, open feedback and innovative thinking, dignity and respect</p> <p>Works in accordance with Newham's Heart Values Honesty, Equality, Ambition, Respect, Together</p> <p>Sees diversity in their team and the community as positive and demonstrates a pro-active approach to promoting equality of opportunity</p> <p>Leads by example and sets a positive example for others to follow; is enthusiastic, approachable and motivational</p> <p>Treats people as individuals in a respectful and friendly manner</p>	
<p>OTHER SPECIAL REQUIREMENTS:</p> <p>This post is subject to an enhanced Disclosure check.</p> <p>The Local Government & Housing Act 1989 imposes restrictions on political activities for certain categories of local government employees. This post may be considered politically restricted in accordance with the provisions of the above Act. Should this be the case you will be notified and your contract of employment amended</p> <p>This post is exempt from The Rehabilitation of Offenders Act (1974)</p>	<p>Satisfactory clearance at conditional offer stage</p> <p>Application Form</p>