



Job Description

Job Title: Social Care Workforce Officer	Service Area: NSCB Learning and Development
Division/Section: Children's Services	Job Number: 1779
Grade: P05	Date last updated: Oct 2024

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.

Overall Purpose of Job

- To develop and implement a co-ordinated and strategic workforce planning programme tailored to the needs of social workers that enable them to meet local and national policy frameworks within health and social care.
- To improve the effectiveness and sustainability of Newham's Social work staff through the development of the workforce plan and continuous professional development.
- To take forward recommendations from the 2023 social care on reforms on workforce including the statutory guidance on the use of agency child and family social workers in order to ensure sustainable improvements to social work in Newham
- To work closely with the Safeguarding Children Workforce Development Lead and equivalent officers in adult services in the development of CPD programmes
- To lead on the development of effective regional partnerships and consortiums with other local authorities, HEIs and training providers.

- To provide a professional and quality learning and development pathway to Children and Young Peoples service social workers including student placements, the assessed supported year for newly qualified staff, post qualifying pathways and career development.

Job Context

1. The postholder reports to the Safeguarding Children Workforce Development Lead
2. The postholder has no direct management responsibility although will be expected to deputise for the Safeguarding Children Workforce Development Lead in his/her absence
3. The post holder has shared budget responsibility with the Social Care Academy Service Manager for Practice Learning, Social Work Degree Programmes and Post Qualifying Awards

Key Tasks and Accountabilities

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

- To lead on advising, guiding and consulting with the Departments for Childrens Services, other relevant Departments and agencies on Practice Learning, Social Work Degree Programmes and Post Qualifying Awards.
- To be responsible for monitoring and managing all budgets allocated to Practice Learning, Social Work Degree Programmes and Post Qualifying Awards
- Liaison with academic providers of Practice Education, Social Work Training and Post Qualifying programmes to ensure the needs of the employing agency are met. This includes brokering agreements re placement provision, engagement in wider partnership activity with Higher Education Institutes and the development of memorandums of co-operation.
- To take overall responsibility for managing the social work trainee scheme, including selection and support of trainees
- Liaise with other partner agencies to ensure cross-collaboration in the provision of placements.
- Provide a sufficient pool of qualified practice educators and on-site supervisors to offer high quality practice learning opportunities for social work students at all levels. Provide practice educators with a programme of support and opportunities tailor-made to their specific needs.
- Promote practice education within the agency as a vehicle for continuing professional development and to provide guidance and support for staff acting as practice educators within the agency.

- Co-ordinate the agency's function as a practice learning agency at qualifying and post qualifying levels, including taking responsibility for quality assurance.
- Link to the university's Practice Educators' programmes, to ensure the quality of training and recruitment of Practice Educators and trainee Practice Educators
- Engage in the provision of activities such as long arm Practice Assessor, facilitation of groups and assessment for the Practice Education Award
- Support with the ongoing development and implementation of a scheme for newly qualified social workers, and where appropriate newly recruited social workers who are referred to Assessed and Supported Year in Employment.
- To secure and develop Senior Managers' effective engagement in Practice Education, Social Work Trainees, Assessed and supported year in employment and Post Qualifying Awards and provide support for staff undertaking post qualifying awards.
- To work with senior managers across Human Resources and Children's social care to ensure the development and delivery of a social work recruitment, retention and progression strategy which reflects the Professional Capabilities Framework (PCF) and post qualifying standards (PQS)
- To ensure that Newham social work staff are informed regarding regulation of social work by Social Work England and are enabled to meet their professional standards for Social Work
- Lead on the development and implementation of the social work apprenticeship programme.
- To administer and manage post qualifying training opportunities across children's social work services.
- To have lead responsibility in ensuring that Children's social work services are consulted and kept informed of new social care legislation which will have implications for their practice and the workforce.
- To take lead responsibility for identifying external funding opportunities that support the development of the social workforce strategy and to work with partner agencies to submit funding bids ensuring best value is maximised.
- To support the development and facilitation of a strategic workforce development group for the London Borough of Newham and to undertake chairing responsibilities where necessary. To support the development of a long term workforce development strategy for Children's Social Work Services.
- To work with Social Work and Social Care Learning and Development providers and partners in the provision of learning and development, implementing agreed strategy in the delivery of a range of programmes designed to develop and retain social work and social care talent and skills in the Department and in the community.

- To work with Service Managers and Heads of Service to carry out Learning and Development needs analysis for specific service areas using a range of information including that generated by appraisals.
- To keep up to date with research, trends and best practice in learning and development, the overall workforce development agenda and the learning and development of Social Workers and other social care staff.
- To commission Learning and Development providers to undertake specific projects or on-going programmes in adherence with the Newham's procurement guidelines
- To develop, deliver, monitor and evaluate a range of continuous professional development opportunities across the social work workforce which support and strengthens the Workforce Development Strategy, ensuring the needs of the organisation are met and making recommendations for continuous improvement.
- To develop, maintain and use appropriate management information systems that will support monitoring and evaluation of learning and focus organisational development activities.
- To act as consultant to service managers by providing development programmes which contribute to strategic culture change and the organisational development agenda for the Council, taking on board broadening national standards and the requirement to develop employees.
- To ensure the promotion of equality of opportunity in all aspects of employee learning and development.
- To review and develop a continuous professional development strategy that will be implemented throughout Newham Children and Young people services.
- The above mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other appropriate duties as may be required by the Line Manager / Head of Service within the grading level of the post and the competence of the post holder.

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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.

The London Borough of Newham has identified six key behaviours and competencies which should be demonstrated by all Council employees. Candidates applying for managerial/leadership roles should also demonstrate two additional management behaviours. Successful candidates will show the ability to meet each of these behaviours.

SELECTION CRITERIA	METHOD OF ASSESSMENT
<p>QUALIFICATIONS</p> <ul style="list-style-type: none"> ▪ A professional qualification in health, education, social care, youth work ▪ Certificate or qualification related to practice education or learning and development ▪ Training in project management or budget management (e.g., PRINCE2 or similar) 	Application Form
<p>KNOWLEDGE & EXPERIENCE:</p> <ul style="list-style-type: none"> ▪ Significant understanding of <i>Working Together</i> Guidance and how this guidance relates to workforce development strategies in the social work workforce 	Application Form/Interview

<ul style="list-style-type: none"> ▪ Experience of effective learning and development strategies, techniques and delivery options in relation to children’s social work ▪ Knowledge of the Professional Capabilities Framework (PCF), Assessed and Supported Year in Employment (ASYE), and Post Qualifying Standards (PQS) ▪ Understanding of strategic workforce planning within local authority settings, including talent development and succession planning in children’s social care ▪ Experience in a role assessing the learning needs of social work teams or professionals and developing appropriate training interventions ▪ Experience working in a job that involves partnership with other agencies, such as health, education, and voluntary sectors ▪ Experience of communicating effectively verbally and in writing to a range of audiences ▪ Experience in planning, managing, and delivering training and professional development programs, particularly related to social work degree programs and post-qualifying awards. ▪ Experience of working with senior managers and external partners to support and lead workforce development strategies. 	<p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application form/interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p>
<p>SKILLS AND ABILITIES:</p> <ul style="list-style-type: none"> ▪ Effective interpersonal, influencing, negotiation and presentation skills ▪ Analytical and problem-solving skills, with the ability to evaluate the effectiveness of training programs and adapt them to changing needs, finding imaginative solutions to real problems ▪ Able to manage a significant and varied workload and deliver work of a high quality ▪ Strong understanding of current social work practice, policies, legislation, and regulatory requirements ▪ Understanding of workforce development strategies and how they relate to organisational growth and development in social care 	<p>Interview</p> <p>Application form</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p>

<ul style="list-style-type: none"> ▪ Able to plan and manage the use of resources and budgets effectively ▪ Able to use I.T. applications and programmes to analyse data and publish training information ▪ Able to prepare detailed reports, documents, training material and visual aids ▪ Strong communication and stakeholder engagement skills, with the ability to work with a variety of partners, including senior managers, educational institutions, and external agencies ▪ Able to demonstrate problem solving skills 	<p>Application form/interview</p> <p>Application Form</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p>
<p>Personal Attributes</p> <ul style="list-style-type: none"> ▪ Passionate about the professional development and well-being of social workers. ▪ Highly motivated, with the ability to work both independently and as part of a team. ▪ Adaptable and flexible in approach, with the ability to respond to changing needs and priorities. ▪ A commitment to promoting equality, diversity, and inclusion in training and professional development. 	<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>
<p>OTHER SPECIAL REQUIREMENTS:</p> <ul style="list-style-type: none"> ▪ This post is subject to an enhanced DBS check 	<p>DBS disclosure check (following job offer)</p>