

## Job Description

<b>Job Title</b>	Head of Children's Workforce Development and Learning
<b>Directorate</b>	Children and Young People's Services
<b>Service Area</b>	Practice Improvement and Development
<b>Grade</b>	13
<b>Competency Level</b>	3
<b>Salary</b>	£74,019 - £79,334
<b>Job Type</b>	Hybrid
<b>Location</b>	Cunard Building
<b>Disclosure and barring service (DBS)</b>	Enhanced
<b>Job Evaluation Ref No</b>	A8328

## Job Purpose

- To provide strategic leadership for a range of statutory children's social care services, ensuring that safeguarding and promoting the welfare of children is paramount.
- To be responsible for the development, implementation and monitoring of an annual business plan by ensuring effective performance management, including identification of risk and capacity issues across the held portfolio of services.

- Take lead responsibility for the development and implementation of specific projects within Children's Services in accordance with the Directorate's and Council's strategic priorities and manage all communication and risk issues.

**Directly Responsible For:**

Principal Social Worker

Service Manager Academy

**Directly Responsible To:**

Director Practice Improvement and Development

**Main Areas of Responsibility:**

- Lead a dynamic and innovative workforce wide learning and professional development offer including growing the social work training and development offer.
- Develop, implement, and review the impact of a strategic business plan for "growing our own" social workers, supporting the learning and professional development of the wider workforce and ensuring ongoing learning from practice.
- Build and maintain partnerships with and between DfE, higher education providers, local and national providers to develop collaborative partnerships that improves the workforce learning offer and improves outcomes for children.
- Demonstrate positive leadership that reflects a clear belief, positive commitment and determination to secure good outcomes for children and

young people

- Lead the learning and development of Newly Qualified (NQS) and Professional Development Programme for Social Workers within Children's Services to ensure they complete their learning and development requirements.
- Lead the development and delivery of social work post-qualifying programmes, Continuing Professional Development and National Accreditation (CPD).
- Deliver services which support the training and development of students, apprentices, practitioners, managers and support staff within Children's Services.
- Develop the learning and development offer for regulated services.
- Work with HR to ensure that the Learning and Development offer is reflective of the Workforce Development Plan
- Link with the Liverpool's Safeguarding Children's Partnership to contribute to and help shape the multi-agency Learning and development offer
- Oversee and deliver an annual Training Needs Analysis, be able to analyse findings to inform future training delivery.
- Design and deliver Children's Services annual Training Programme through direct delivery and commissioning of services. Monitoring and reviewing the programme to understand impact.
- Oversee and deliver a robust evaluation system for assessing the quality and impact of the training programme and other developmental programmes.
- Work in partnership with other agencies such as, HEIs, Sector Skills Councils,

Government bodies and other LAs.

- Contribute to work undertaken across Children's Services, providing assistance and advice with learning and development opportunities
- Attend and represent Children's Services within regional and National events in relation to CPD. This will also include representation at regional panels for external moderation
- Ensure compliance with legal, regulatory, financial and ethical requirements
- Build and drive a culture of good practice and effective professional challenge
- To develop and manage business processes and related relationships such as procurement and contracts
- To effectively manage resources; meeting demand; developing individuals, monitoring and challenging performance as necessary
- Commensurate to the grade of Head of Service to undertake other duties that may arise from time to time as determined by the Director.

## **Supervision and Management Responsibility:**

- Ensuring activities are planned to include meaningful one to one conversations, quality annual appraisals and regular workforce planning and development.
- Manages performance and behavioural issues effectively.

## Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact.
- Monitor financial performance and deliver within budget.
- Monitor financial performance, deliver within budget, and seek savings and efficiencies by exploring opportunities to draw funding where appropriate.
- Set, monitor, and remain within budget whilst challenging the team to deliver increased efficiencies.
- Explores different options for funding and income generation.
- Budgetary responsibility will include the associated budgets for the services that you are directly responsible for.

## Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic, and environmental benefits for the council, residents and communities.

## Physical Demands of the Job:

Long Periods of Sitting.

## Corporate Responsibility:

- Contribute to the delivery of the Council Plan.
- Delivering and promoting excellent customer service, externally and internally.
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement.

- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance.
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken.
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan.

## Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level 3.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

# Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

## Qualification and training

### Essential

- Educated to degree or equivalent (A)
- Social Work degree or equivalent social work professional qualification (A)
- Registered with Social Work England (A)
- Evidence of continuous professional development (A/I)

## Experience

### Essential

- Significant senior management experience in a large agency/organisation relevant to the provision of services for children and young people (A/I)
- A proven track record of improving services within children's social care (A/I)
- Successful experience of working within multi-disciplinary partnerships (A/I)
- Evidence of managing budgets, ensuring that best value principles are met (A/I)
- Effective project and programme management including positive change management (A/I)
- Operational and strategic management experience of leading services through Ofsted inspections and external scrutiny (A/I)
- Delivery of service excellence and quality outcomes (A/I)

## Desirable

- Experience of policy development and implementation in line with current government legislation, local priorities, and national best practice

## Skills/Abilities

### Essential

- Thorough understanding of the legislative and policy framework within which children's social care operates and knowledge of the associated current and emerging issues facing the sector (A)
- Ability to influence, persuade and negotiate at all levels within the organisation and with external agencies / partners (A/I)
- Strong analytical skills (A/E)
- Good organisational skills and the ability to work in a demanding environment (A)
- Demonstrable creative/innovative skills and ability to develop solutions to problems within the service and department (I)
- Ability to form good judgements and make informed decisions (A)
- Good interpersonal skills enabling productive working relationships with staff, colleagues, and partners (I)
- Ability to manage and transform performance to achieve outcomes and objectives within the performance management framework (A/I)

### Desirable

- Excellent communication skills, including the ability to articulate a vision and present clear and concise reports to a wide range of audiences

- Ability to use IT effectively to support communication, workload, and a flexible working approach
- Project management skills

## Commitment

### Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council

## Other

### Essential

- This post is subject to a Disclosure and Barring Service (DBS) check at the appropriate level.