

## Job Description

<b>Job Title</b>	Workforce Development Coordinator (Equality, Diversity and Inclusion Lead)
<b>Directorate</b>	Children and Young People Services
<b>Service Area</b>	Workforce Academy
<b>Grade</b>	7
<b>Competency Level</b>	1
<b>Salary</b>	£38,223 - £43,421
<b>Job Type</b>	Office based / Hybrid
<b>Location</b>	Cunard Building/City Wide
<b>Disclosure and barring service (DBS)</b>	Enhanced
<b>Job Evaluation Ref No</b>	

## Job Purpose

To support service improvement through co-ordinating workforce development across Children and Young People's Services to ensure a skilled workforce equipped to ensure the consistent delivery of high quality, high impact services across Liverpool associated with Equality, Diversity and Inclusion.

### Directly Responsible For:

n/a

### Directly Responsible To:

Principal Social Worker

## Main Areas of Responsibility:

To help develop and implement the Council's corporate policies, strategies & strategy projects and, where appropriate, those of key partnerships, and monitor and review their effectiveness.

To be specifically responsible for the development and implementation of positive action initiatives aligned to the Council's Diversity, Equality & Inclusion strategy with specific reference to Children and Young People's Services. The role will assist the practice system in supporting its ambition in creating a diverse workforce which is representative of our communities and support in the design and delivery of services of children, young people and their networks from diverse communities.

- Work with teams across Children and Young People's Services to analyse skills and developmental needs with specific reference to Equality, Diversity and Inclusion.
- Co-ordinate workforce development to support service improvement plans.

- Delivery relevant training programmes with specific reference to Equality, Diversity and Inclusion.
- Represent Children and Young People's Services at appropriate forums – local, regional and national as required.
- Deliver key tasks associated with Recruitment and Retention Strategy with specific reference to Equality, Diversity and Inclusion.
- In collaboration with the Practice Development Officers, co-ordinate social work placements and the Step Up to Social Work Programme. Support the administration of these programmes.
- Support the induction of staff across Children and Young People's Services..
- Implement Children and Young People's Services training plan with reference to Equality, Diversity and Inclusion and report to Training Panel as directed.
- Commission and procure relevant training with reference to Equality, Diversity and Inclusion as approved by the Training Panel.
- Support the efficient management of budgets and resources and ensure best value for money is achieved.
- Produce written reports and briefings for senior management.
- Support the Directorate in maintaining professional registration of staff where appropriate.
- Engages, encourages, and supports potential applicants from minority protected characteristic groups in order to increase the number of recruits in these categories in all aspects of our practice system.
- Provide advice, guidance and feedback for under-represented groups and individuals throughout the recruitment and retention processes and provides advice and guidance to Senior Managers on the delivery of the positive action initiative in respect of recruitment and retention across the practice system.
- Develop effective workforce development communication systems within Children and Young People's Services.
- Support bid applications and ensure income generation is maximised.
- Carry out any other tasks reasonably required of the post holder.

## 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.

## 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:

- Sedentary, sitting for long periods of time

## 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 1.

[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

- A degree in a relevant subject or equivalent experience (A/I)
- Evidence of continued professional development (A/I)

## Experience

### Essential

- Substantial experience in local government, preferably Children's Services or a partner agency and working with a large multi-agency workforce (A/I)
- Experience of working in equalities and diversity (A/I)
- Comprehensive understanding of Children's Services national priorities and programmes (A/I)
- Experience of working with internal / external partners to deliver improved skills and knowledge (A/I)
- Experience of developing and maintaining positive relationships including regulatory bodies (A/I)
- Experience of delivering large transformational and change projects (A/I)

### Desirable

- Experience of working within a high performance culture – including planning, target setting and achievement

- Experience of managing / monitoring financial budgets

## Skills/Abilities

### Essential

- Demonstrable knowledge and understanding of issues around learning, development and skills in Children's Services (A/I)
- Ability to establish and maintain positive relationships with partner organisations (A/I)
- Ability to communicate effectively across organisational and team structures, being able to write clearly and succinctly, conveying key information and creating a positive impact (A/I)
- To be able to effectively manage equality and diversity, ensuring oppressive practices are tackled, promoting positive recognition of differences, mutual respect and merit-based opportunities (A/I)
- Ability to develop, manage/monitor projects with clear targets and milestones (A/I)
- Ability to manage/monitor performance at a team and individual level in a supporting role (A/I)

### Desirable

- Understanding of the role of good quality data, information intelligence and analysis
- Ability to produce and present accurate, clear and concise reports and management information orally and in writing
- Knowledge/skills in delivering a strategy to address workforce skills gaps
- Ability to develop an audit trail to demonstrate data validity

- Ability to articulate complex issues simply and effectively

## Commitment

### Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council
- Demonstrable understanding and commitment to the achievement of Equal Opportunities in employment and service delivery

## Other

### Essential

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

### Desirable

- Fully competent with all IT systems