

WHERE
CAREERS
THRIVE

When potential
is unlocked,
talent *thrives*



West
Northamptonshire
Council

Job description and person specification

Practice Development Lead

Adult Services, People Directorate

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.



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Purpose and impact:

The purpose of the role is to lead on the professional development of the workforce, which includes developing and delivering specific learning and training programmes for the workforce. In addition, the post holder will advise on and develop best practice solutions using in-house and external capability that supports social care staff.

The post holder will lead on the facilitation of the processes that ensure:

- WNC can support student learners,
- WNC supports staff during the Supported Year in Employment (ASYE)
- WNC offers post qualifying opportunities,
- WNC links to Higher Education organisations, regulatory bodies and recognised professional bodies
- WNC provides high quality training to ensure the workforce knowledge and skills are up to date.

This will ensure that staff are supported in their professional journey and to create a Community of Practice within the organisation.

To manage the Adult Services Learning and Development team that provides professional support and mandatory training requirements

Accountable to:

This post reports to and is line managed by the Lead Principal Social Worker for Adults, within the People Services Directorate in West Northamptonshire Council.

Responsibilities:

1. To lead on projects / programmes on specific functional areas to meet the social care workforce needs and create areas of excellence and best practice. This will include implementing performance strategies for those learners in the organisation and our staff undertaking additional professional development programmes
2. To deliver high quality supervision and support to those involved in the delivery of professional learning programmes.
3. Lead on the design, delivery and evaluation of tailored blended learning and development interventions and activities and up to date practice. Design and deliver programmes to recognise occupational and qualification standards, incorporating any national or local policy standards.
4. Implement strategies with individuals and service teams to support organisational changes to team working practices, behavioural change to enable services to have the skilled workforce to deliver their objectives and raise the level of competence and performance of employees.
5. Effectively manage and monitor income and expenditure. Authorising expenditure and monitoring spend to ensure that resources are used to improve 'best value' and 'use of resources'.
6. Develop and apply evaluation processes to review the quality and impact of the service, produce management information reports; review performance and quality data, and present and discuss with Senior Leadership team as required.

7. Provide professional advice and expertise to practitioners and partner organisations on all aspects of Learning and Development, including Management Development, Next Generation Working and Vocational and Professional Qualifications and specific guidance and advice regarding learners.
8. To manage the Learning and Development roles within the Adult Services Directorate
9. Demonstrate awareness and understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
10. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
11. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs. Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, to certify compliance with policies and procedures relating to health and safety within the service.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

Skills and abilities:	Essential / Desirable	Measured by
Excellent social work skills, knowledge and values and the ability to utilise this to support others.	Essential	A, I, P
Good organisational skills, ability to prioritise, forward plan and manage own workload to meet deadlines.	Essential	A, I
Excellent written and oral reporting skills.	Essential	A, I, P
Ability to motivate and lead others.	Essential	A, I
Ability to carry out self-directed activity.	Essential	A, I
Ability to generate creative solutions to problems.	Essential	A, I
Ability to work with diverse groups both within and external to the organisation.	Essential	A, I, P
Ability to influence, motivate and communicate effectively with a wide range of people, inside and outside our own organisation.	Essential	A, I, P
Ability to work under pressure.	Essential	A, I
Ability to travel throughout the county.	Essential	A
Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.	Essential	A, I

Knowledge:	Essential / Desirable	Measured by
Able to demonstrate a clear understanding of, and commitment to Adult Social care qualification pathways and a willingness to undertake training to enable implementation of National regulatory responsibilities. Able to apply this effectively within the workforce.	Essential	A, I, P
Experience of working and influencing successfully at a senior level as a Learning and Development/Social Care Professional providing learning and development across the workforce in a complex organisation.	Essential	A, I, P

Ability to undertake a lead role in managing workforce plans to deliver the learning and development plans.	Essential	A, I, P
Lead a change or service improvement project that results in better outcomes for staff and people we support.	Essential	A, I, P
Design and facilitation of tailored team /service events using a range of approaches and tools.	Essential	A, I, P
Design of evaluation methods in order to evidence service efficacy and value for money for the organisation.	Essential	A, I

Relevant experience:	Essential / Desirable	Measured by
Experienced Social Work practitioner.	Essential	A, I
Experience of Management and Leadership of professionally qualified staff	Essential	A, I, P
Experience of supporting students, SW Apprentices and NQSW's	Essential	A,I, P
Experience of delivering high quality and up to date training sessions.	Essential	A, I, P
Experience in procuring high quality training within a defined budget.	Essential	A, I

Education, training and work qualifications:	Essential / Desirable	Measured by
Social work qualification (DipSW, CQSW, Degree in Social Work or equivalent)	Essential	D
Social Work England Registration.	Essential	D
Practice Education Certificate- PEPS 2 or equivalent.	Essential	D

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

Additional pre-employment checks specific to this role include

Enhanced Disclosure and Barring Service check, Professional Registration, Non police personnel vetting, Disqualification from Caring]

Day-to-day in the role:

Hours:	37 hours per week	Primary work base:	One Angel Square
Job family band:	EL 9	Worker type:	Part-flexible
Salary range:	£48,378 to £51,571	Budget responsibility:	c. £190 000
People management responsibility:	Line management of Practice Educators and Adult Social Care Trainer		

Working conditions & how we work:

We are open to discussions about flexible working.

This role has been identified as a part-flexible worker type, this means that you will be able to work from other work locations and when not working from an office you will be working remotely for up to 3 days a week (including from home).

Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

T Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
H High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
R Respect	we respect each other and our customers in a diverse, professional and supportive environment.
I Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
V Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
E Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture”

When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
 - **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
 - **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
 - **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.
- We want you to have balance and be happy.

