

WHERE  
CAREERS  
THRIVE

When potential  
is unlocked,  
talent *thrives*



West  
Northamptonshire  
Council

Job description and person specification

## Adult Social Care Trainer

Direct Provider Services, Adult Social Care

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.



West  
Northamptonshire  
Council

## **Purpose and impact:**

To interpret government initiatives and legislation, regulatory and policy requirements and needs of services and learners. Develop, co-ordinate and deliver programmes of training in line with those requirements to support high quality Adult Social Care service delivery.

## **Accountable to:**

This role is accountable to Training Lead, Direct Provider Services Adult Social Care, West Northamptonshire Council.

## **Responsibilities:**

1. Develop, deliver, and take ownership for programmes of training within Adult Social Care provider teams. That ensure a standardised and quality approach in line with local policy, legislative, statutory and service requirements and guidance.
2. Ensure training delivered utilises a range of blended delivery approaches, is engaging and meets learning needs. Training must also support team members to maintain health & safety and physical & mental wellbeing at work.
3. Work with services to bespoke programmes and courses to meet their specific learning needs.
4. Assess learning outcomes during delivery to ensure required standards for individuals have been met.
5. Training and mentoring (support, guidance and advice) of learners and colleagues in order to standardise and enhance service delivery.
6. Organise and participate in the standardisation and evaluation activity in order to ensure quality standards are being met across all training delivery. Carry out quality audits of training delivery from both internal and external training providers and work with them to ensure high quality service delivery.
7. Develop policies, and provide advice and guidance of procedures, specific cases or regulations relating to courses delivered/ allocated subject areas.
8. Manage physical resources used for training delivery to ensure legislative requirements are met as well as best use of and value for money resources.
9. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, though effective use of Office 365 and our internal IT systems and applications.
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 and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

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 communication skills, with the ability to connect and engage with a diverse audience.	E	A/I/P
Ability to understand and respond to the different learning needs and preferences of individuals and teams.	E	A/I
Ability to manage own workload effectively with minimal supervision.	E	A/I
Proven ability to work as an effective, flexible member of a team.		
Demonstrable skills in creative design and delivery of Learning & Development Interventions to a high standard.	E	A/I/P
Ability to evaluate effectiveness and quality of learning and development interventions.	D	A/I
<b>This is applicable to all roles in WNC that are required to use IT equipment:</b> Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.		A/T/I

Knowledge:	Essential / Desirable	Measured by
Working knowledge and experience in adult social care.	E	A/I
Have a clear understanding/commitment to health and safety and a willingness to undertake training to enable implementation of procedures.	E	A/I
Working knowledge and understanding of relevant national and local policies in Adult Social Care and the requirements of CQC registered services	D	A/I

Relevant experience:	Essential / Desirable	Measured by
Previous experience of direct working within adult social care including social work or related services. Or learning and development in the Adult Social Care/ Social Work Sector.	E	A/ I
Previous experience of training delivery using a blended approach including face to face and virtual platforms.	D	A/I/P

Education, training and work qualifications:	Essential / Desirable	Measured by
Recognised learning and development qualification e.g. Level 3 Award in Education and Training	E	A/D
Level 3 Health and Social care RQF or equivalent	D	A/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 *[delete if not applicable]*:**

*[For example. Basic Disclosure , Standard Disclosure and Barring Service check , Enhanced Disclosure and Barring Service check, Disqualification for Caring for Children (Education), Overseas Criminal Record Checks, Prohibition from Teaching, Professional Registration, Non police personnel vetting, Disqualification from Caring]*

## Day-to-day in the role:

<b>Hours:</b>	22 PW	<b>Primary work base:</b>	Chedworth Close, Northampton
<b>Job family band:</b>	Enabling Learning 7	<b>Worker type:</b>	Part-flexible
<b>Salary range:</b>	£36,734- £39,278 (Pro rata)	<b>Budget responsibility:</b>	None
<b>People management responsibility:</b>	None		

### Working conditions & how we work:

As a part flexible worker you will have a specific work location, but also have the ability to work from other locations such as provider service buildings and remotely from home to meet the demands of your role.

## 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.

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

