

WHERE
CAREERS
THRIVE

When potential
is unlocked,
talent *thrives*



West
Northamptonshire
Council

Job description and person specification

Senior Adult Social Care Trainer/ Advisor

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'.



West
Northamptonshire
Council

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.

Purpose and impact:

To contribute to and support the provision of a full learning and development service to our Adult Social Care Workforce ensuring that the service is focused on delivering innovative solutions in line with CIPD best practice. To include the Corporate programme, bespoke programmes to meet the adult social care workforce needs and projects towards delivery of the WNC People Strategy.

Accountable to:

Practice Development Lead

Responsibilities:

1. Provide professional advice and expertise to the adult social care workforce on all aspects of learning and development, including management/leadership Development, Corporate Open Programme, Learning and Development policy and processes, and Vocational and Professional Qualifications.
2. Contribute to the development and implementation of an effective Learning and Development Strategy and its review to maintain relevance to business priorities.
3. Interpret and implement the learning and development requirements of the WNC People strategy.
4. To conduct training needs analysis/skills audits to identify learning and development needs against business outcomes required.
5. Research options and consult with appropriate stakeholders (internal and external) to propose, develop and deliver a Learning & Development Programme to meet identified needs.
6. Design, deliver and evaluate tailored learning and development interventions, both virtually and face to face, utilising blended learning principles, innovative technologies, up to date thinking and best practice.
7. Contribute to the review and recommendations for change where needed of the Corporate Open Programme, to refresh and update according to WNC business priorities and best practice.
8. Commission external providers to deliver cost effective solutions to identified Adult Social Care workforce needs and manage the process end to end, in co-ordination with the budget holder and in line with Procurement.
9. Identify updates and contribute to communications for Learning and Development as required to the wider WNC workforce. Includes launch of projects, initiatives, updating intranet pages.
10. Take responsibility for course ownership as allocated to ensure they are regularly reviewed and updated including all materials, processes and communications.
11. Develop and apply evaluation processes to review the quality and impact of Learning and Development interventions; contribute to and produce management reports; review performance and quality data and take appropriate action where necessary.
12. Identify new business opportunities and cost saving measures and propose actions.
13. Manage resources aligned to specific pieces of project work for which the post is responsible.

14. Effectively manage budgets as may be delegated by Professional development Lead. Authorise expenditure and monitor spend to ensure that resources are used to ensure value for money.
15. Design and deliver courses aligned to recognised occupational and qualification standards where required. Provide development and assessment to meet awarding organisation quality assurance requirements.
16. Maintain own Continuing Professional Development to ensure that knowledge, skills and work practice is in line with current requirements
17. Support continuous improvement of the Learning and Development Service by seeking regular feedback and professional development opportunities.
18. Working closely with SLT, L&D and external colleagues to deliver high quality training and development opportunities.
19. Actively challenge and seek to eliminate any directly or indirectly discriminatory practices or behaviours. Demonstrate awareness/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, and to comply with the policies and procedures relating to health and safety within the service.
20. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, through effective use of Office 365 and our internal IT systems and applications.
21. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
22. 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
Ability to communicate clearly both written and verbal, including good listening skills.	Essential	A, I, P
Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	Essential	A, I, P, D
Demonstrable commitment to equality, diversity and inclusion in both service provision and employment practices.	Essential	A, I, P

Knowledge:	Essential / Desirable	Measured by
Working knowledge in adult social care.	Essential	A, I, P
An understanding/commitment to health and safety and a willingness to undertake training to enable implementation of procedures.	Essential	A, I
Working knowledge and understanding of relevant national and local legislation and policies in Adult Social Care and the requirements of CQC.	Essential	A, I, P

Relevant experience:	Essential / Desirable	Measured by
Experience of contributing to the development and implementation of innovative learning/ training strategies across an organisation	Essential	A, I, D
Experience in developing learning and development solutions contribute to organisational goals.	Essential	A, I, D
Experience of effectively managing an organisation wide training budget.	Desirable	A, I, D
Experience of the evaluation of training and learning needs across an organisation	Essential	A, I, D
Experience of developing large scale learning and development strategies, policies and plans	Desirable	A, I, D
Previous experience of learning and development in the Adult Social Care/ Social Work Sector. Including experience of delivering training to professionals.	Essential	A, I, D
Demonstrable experience in creative design, delivery and evaluation of Learning & Development Interventions to a high standard.	Essential	A, I, D

Education, training and work qualifications:	Essential / Desirable	Measured by
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CIPD L5 qualified (or equivalent in training and education)	Essential	A, D
CIPD L7 qualified	Desirable	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.

Day-to-day in the role:

Hours:	22	Primary work base:	One Angel Square
Job family band:	PS08	Worker type:	Part-flexible
Salary range:	Up to £43,675	Budget responsibility:	
People management responsibility:	N/A		

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.

