



South Tyneside Council

BUSINESS AND RESOURCES

JOB DESCRIPTION

POST TITLE: Workforce Development Advisor

GRADE: Band 8

RESPONSIBLE TO: Strategic HR Manager

Overall Objectives of the Post:

To provide high quality workforce development advice and support to enable the Council and South Tyneside Homes to achieve its corporate objectives and to support cultural change at all levels.

To provide appropriate training interventions for the Council and South Tyneside Homes through the design, delivery and evaluation of training and working with external providers to ensure identified training needs are met.

Key Tasks of the Post:

1. *To support the development of the Council and South Tyneside Homes' HR Strategy and Workforce Development Plan by:*

- Reviewing, monitoring and producing Training Plans.
- Supporting managers to undertake workforce monitoring, analysis and succession planning and producing reports as required including external returns and surveys.
- Co-ordinating, developing and delivering appropriate training for line managers and employees in respect to workforce development issues.

2. *To take a proactive role in assisting services to implement training plans by:*

- Developing, implementing and evaluating targeted, innovative workforce development interventions to facilitate cultural change and service improvement.
- Contributing to the maintenance and review of external quality accreditations.
- Developing internal and external partnerships to ensure all workforce development activities are co-ordinated, bench marked, add value and help the Council and South Tyneside Homes to improve.

3. *To develop and evaluate training programmes that meet the Council and South Tyneside Homes' needs by:*

- Consulting with Directors, Heads of Service and Managers on the training and development implications arising from strategic initiatives, legislative changes and the implementation of shared work streams.
- Ensuring that identified training needs are planned and resourced accordingly within appropriate timescales to meet Council and South Tyneside Homes priorities.

- Reviewing annually the training and development requirements highlighting priorities for the coming year.
- Assisting the Strategic HR Manager in the management of the training budget by ensuring that appropriate reporting and monitoring mechanisms are in place.

4. *To develop and deliver a comprehensive programme of employee and elected member training and development by:*

- Supporting managers and supervisors to identify training and development needs for all staff on an individual and group basis.
- Advising managers and staff on appropriate solutions available to meet identified development needs.
- Designing, organising, delivering and facilitating training events where appropriate.
- Advising individual employees on development needs and providing support where appropriate.
- Identifying suitable external providers and monitoring and evaluating supplier agreements and contracts.
- Evaluating training and development solutions in order to ensure quality, effectiveness and value for money.

5. *To report and provide advice to Committees, Consultative Forums and formal meetings and working groups as required to support workforce development across both organisations.*

6. *To network, develop and maintain productive and rewarding working relationships both internally and externally with partners, stakeholders and outside organisations to share best practice, improve service delivery raise the profile of the both organisations.*

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: JY/KDS

Date: 08/03/2018