



South Tyneside Council

BUSINESS AND RESOURCES

PERSON SPECIFICATION

POST TITLE: Workforce Development Advisor

GRADE: Band 8

| | ESSENTIAL | DESIRABLE | METHOD OF ASSESSMENT |
|-------------------------------------|---|---|---|
| Educational Attainment | | <ul style="list-style-type: none"> Graduate CIPD Degree level qualification in an appropriate subject Coaching qualification | <ul style="list-style-type: none"> Application form Certificates |
| Work Experience | <ul style="list-style-type: none"> Experience of working as a WD or OD professional in a large organisation Experience of designing, delivering and commissioning bespoke training Experience of designing and/or commissioning leadership and management development training Experience of evaluating training within a large organisation Experience of providing high quality workforce development advice and support at a senior level Experience of undertaking research and analysis and producing and presenting findings both verbally and in writing Budget management experience | <ul style="list-style-type: none"> Experience of working as part of a multi-disciplinary team Experience of working with Elected Members Experience of working as a WD or OD professional in a public sector environment | <ul style="list-style-type: none"> Application form Interview References Presentation |
| Knowledge/ Skills/ Aptitudes | <ul style="list-style-type: none"> Able to demonstrate an understanding of workforce development and change initiatives Strong advocacy for a blended approach to learning according to different learning styles Excellent communication and presentation skills Good analytical skills | | <ul style="list-style-type: none"> Interview References Presentation |

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| | <ul style="list-style-type: none"> • Good project management skills • Able to use IT e.g. Microsoft Office, Word/Excel | | |
| Disposition | <ul style="list-style-type: none"> • Able to interact with and influence people at all levels of the organisation • Able to develop partnership arrangements with a wide range of people • Able to prioritise work, meet deadlines and work under pressure • Able to manage a variety of tasks for a diverse range of customers • Able to work on own initiative • Strong team player • Flexible approach to work • Committed to the principles of equality and diversity | | <ul style="list-style-type: none"> • Interview • References |
| Circumstances | <ul style="list-style-type: none"> • Prepared to undertake appropriate training or studies as required • Prepared to work outside of normal office hours when required • Full current driving licence or access to a means of mobility support • Basic clearance from Disclosure Scotland | | <ul style="list-style-type: none"> • Application form • Interview • Disclosure check |