

North East ADASS / ADCS Workforce Development Officer

Job Description

1. PURPOSE OF JOB.

A. To shape and deliver the North East ADASS / ADCS workforce work programme across the region.

B. To provide professional, confidential and effective support and co-ordination across the North East region for the ADASS / ADCS Chairs and Branch and to respond to national and regional requests and priorities.

2. MAIN DUTIES AND RESPONSIBILITIES

A/B. Responsible for providing a support and co-ordination function for the regional ADASS /ADCS workforce lead Director and workforce network.

A/B. To take responsibility for developing detailed plans for meeting the workforce work programme's defined outcomes through its portfolio of projects, in negotiation with partners and sponsors.

A/B. Responsible for transferring national workforce policy and requests into regional responses and programmes of work for ADASS / ADCS

A/B. Report on an agreed basis regarding the progress, risks and issues of the programme's projects.

A/B. Ensure that the use of available resources is maximised through close working with appropriate colleagues.

A/B. Responsible for communicating the ADASS /ADCS work programme to LA officers and Partners

A/B. To translate ADASS / ADCS strategic workforce objectives into regional delivery activity via officer groups

A/B. Manage, anticipate and resolve project level risks and issues that could impede the progress of the work programme.

A/B. Provision of regular communications between regional DASS / DCS on agreed workforce policy and programme matters.

A/B. Support and work between operational colleagues in delivering the work programme effectively and to time through a transparent and inclusive partnership process.

A/B. To identify regional priorities and to highlight, brief and recommend possible actions to DASS / DCS

A/B. Interface with national colleagues and to help shape the regional response to national priorities, policies and programmes

A/B. Develop and maintain good working relationships with key individuals within the region's Adult and Childrens Social Care directorates as well as national and local partners.

A/B. Represent regional DASS / DCS with local authorities, health, government, education and other appropriate partners at a local level

A/B. Represent DASS / DCS in interface with national partners where required to do so.

A/B. Responsible for administration of relevant regional meetings including: preparation of agendas, minutes, and other relevant documents to the highest possible standards and to meet agreed deadlines.

A/B. Acquire and maintain a good working knowledge of workforce issues in relation to Adult and Childrens Social Care within the context of the North East Region.

To undertake any other duties as may be deemed to be commensurate with the post

June 2018

Please refer to the points in the personal specification when you are completing the personal statement section of the application.

PERSON SPECIFICATION		Required (Essential/Desirable)
Knowledge and Qualifications	Knowledge of current workforce issues impacting upon adults and children's social care.	E
	Educated to degree level (2:1) or equivalent qualification	E
Experience	Experience of coordinating and administering multiple, simultaneous activities and projects on time and within budget	E
	Experience of working in a workforce development role within an adults and / or children's social care environment.	E
	Ability to develop effective relationships with a variety of internal and external stakeholders	E
	Working with all levels of senior management across organisations	E
	Experience of multi-agency working and working with individuals or groups within communities.	E
	Experience of working independently and using own initiative to deliver project outcomes	E
	Experience of managing simultaneous projects across a range of organisations and partners	E
Skills and Competencies	Excellent oral, written and presentation skills	E
	Creative and analytical skills to solve complex problems and issues	D
	Excellent organisational skills including prioritising workload and managing deadlines for own work and team	E
	Excellent IT skills using of Word, Excel, and Powerpoint.	E
	A flexible and positive "can do" approach	E
	Negotiating and influencing skills to motivate stakeholders and maximise project outcomes	E
	Ability to respond to the need of individuals in a positive and supportive style.	E
Other Requirements	A current driving licence and the ability to travel across the region and occasionally elsewhere in the UK when required	

July 16