

**Job Description**

**Job Title:** Learning & Development Manager

**Salary Grade:** Grade 9

**SCP:** 43 - 47

**Job Family:** Organisational Support

**Job Profile:** OS 5

**Directorate:** Quality and Performance

**Job Ref No:**

**Work Environment:** Agile

**Reports to:** HR Manager

**Number of Reports:** 1 x Apprentice

**Purpose:**

To coordinate the development of and implement learning and development plans aimed at providing a high skilled Children’s workforce that delivers outstanding practice and services to children, young people and their families to enable the delivery of service and organisational objectives.

To manage key internal and external relationships and will work in partnership across the Company to deliver effective and efficient support to policy and decision making.

To be directly accountable for the delivery of workforce learning and development pilots and packages of work.

**Key Responsibilities:**

To develop and deliver workforce and learning development plans.

To support the development and delivery of the company’s Workforce Development Strategy.

To develop workforce learning and development aimed at providing a highly skilled workforce that delivers outstanding practice and services to children, young people and their families.

To lead and coordinate workforce learning and development activities for the company.

To represent the company in key workforce development partnerships.

To implement new systems and initiatives aimed at strengthening the knowledge, skills and performance of the company.

To lead and embed the workforce development strategy into workforce development projects as required and measure the progress made and impact achieved.

To proactively work with Directors to identify development needs (including needs identified through quality assurance activity, appraisals, complaints SCRs, national and a local policy and system development) and develop the annual training and development plan.

To coordinate the delivery of learning and training requirements in order to deliver effective solutions to issues identified in strategic and local plans and to support desired outcomes, ensuring training outcomes, impacts and benefits are monitored and regularly reported.

Coordinate the workforce development programme across all areas of the company and provide a mix of delivery of training programmes, mentoring, coaching and sourcing internal and external providers, where appropriate to ensure good practice is shared.

To regularly review and produce update reports to the Senior Leadership team on the implementation and impact of workforce development initiatives and programmes measures against the workforce development strategy and plan.

|  |
| --- |
| **Statutory requirements:**  In line with the Together for Children’s Statutory Requirements, all employees should:  Comply with the principles and requirements of the General Data Protection Regulation (GDPR) in relation to the management of Together for Children Sunderland’s records and information, and respect the privacy of personal information held by Together for Children Sunderland.  Comply with the principles and requirements of the Freedom in Information Act 2000.    Comply with the Together for Children Sunderland’s information security standards, and requirements for the management and handling of information.    Use information only for authorised purposes.  The postholder must carry out his or her duties with full regard to Together for Children Equal Opportunities Policy, Code of Conduct and all other policies.  The postholder must comply with Together for Children Health & Safety rules and regulations and with Health & Safety legislation. |
| * Author: Sharon Clutton Dowell * Date : October 2018     **Person Specification**  **Job Title: Learning and Development Manager**  **Role Profile reference: OS 5**   |  |  | | --- | --- | | **Essential Requirements** | | | **Qualifications:**   * Educated to degree level with appropriate professional Social Work qualification i.e. CSS/CQSW or DipSW, MA SW, BA Hons SW. * Evidence of continuous professional development. | Application  Form/Interview | | **Experience of :**   Significant applied experience of statutory social work within children and families in a statutory and/or third sector setting.   Working with Universities and bodies providing learning and development programmes.   Proven experience of creation and implementation of innovative ideas and strategies for workforce learning and development in a complex and multi-disciplined company. | Application  Form/Interview | | **Knowledge and understanding of:**   * Workforce Learning and development needs and best practice. * Thorough and up to date understanding of the legislative, procedural and research base underpinning social work with children and families. * Knowledge of current developments affecting the provision of Children’s services including the political and social policy context. | Application  Form/Interview | | **Ability to:**   * Share information, obtain information and have dialogue with others, either in writing, in person or over the telephone. * Effectively engage with a range of individuals including other professionals and colleagues. * Apply analytical and logical thinking to gather and analyse information, design and testing solutions to problems and formulating plans. * Provide creative solutions to problems whilst considering policy and procedure. * To set clearly defined objectives, targets and planning of learning and development activities and projects well in advance and takes in account changing circumstances, identifying resources and organising resources and managing time effectively monitoring performance against targets and objectives and workforce development strategy. * Demonstrate sound business intelligence and ability to identify commercially viable opportunities and secure value for money in service delivery. * Effectively use a PC to write reports, record information or input data. * Establish direction and influence others towards shared goals and empower, inspire and motivate individuals. Model the social work role, promote social work and decision making within and outside the organisation.    Be self-motivated, resilient and committed to excellent social work practice.   Lead by example and promote excellence. | Application Form/Interview | | Commitment to Equal opportunities | Interview |   **Author**: Sharon Clutton Dowell  **Date:** October 2018 |