

Job Description

Post Title: Social Work Education Development Officer (CC496)

Evaluation: 586 Points

Grade: N9

Responsible to: Workforce Development & Customer Relations Manager

Responsible for: N/A

Job Purpose: To work in conjunction with partner agencies to support the ongoing development of social work education and practice across Adult and Children's Social Care in line with national, regional and local requirements.

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 To lead, as appropriate, on projects and in areas of work covering a range of learning and development services to include:
 - design, delivery, evaluation and quality assurance of training and development programmes;
 - preparing and costing training and development proposals;
 - training audits and training needs analysis;
 - professional leaning and development initiatives;
 - information and advice on professional training;
 - support for individuals on learning programmes to include mentoring and coaching;
 - marketing of training and development products and services;
 - developing accreditation services;
 - lead in developing the Directorate's response to new policy initiatives either statutory or corporate;
 - quality assure external provision including associate trainers.
- 2 Act as lead officer across Adult and Children's Social Care Services for all learning and development activity to named customers, including external providers, for the purposes of planning, co-ordinating, monitoring and delivering social work education.
- 3 To advise the Directorate and promote continuous improvement in all aspects of social work education.
- 4 To assist Senior Managers to ensure that sufficient capacity is developed and maintained to support social work practice education to meet national, regional and local demands.
- 5 Represent the Workforce Development Team with partner agencies and associated national and regional forums including the universities social work planning and programme boards.

- 6 To lead and implement relevant projects resulting from local, regional and national initiatives that impact on social work education and development
- 7 To support the Workforce Development and Customer Relations Manager to maximise income generation from various funding streams at local, regional and national levels
- 8 To lead the development of systems to support social workers through initial qualifications and probation, early professional development and progression to advanced practitioner status.
- 9 To develop and maintain management and assessment systems to monitor the progress of social work students on placement. This will include the introduction of agreed action plans in conjunction with key partners and operational managers to ensure that performance is in line with required standards.
- 10 To undertake assessment activity, appropriate to role, in line with service requirements.
- 11 To produce written reports and statistical information as required to inform national, regional and local performance measures.
- 12 To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.
- 13 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.