



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 promoting and delivering apprenticeships which maximise apprenticeship levy spend to support the development of the workforce• 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• Project 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 the apprenticeship levy funding and framework regulations • 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 • Able to use IT e.g. Microsoft Office, Word/Excel 		<ul style="list-style-type: none"> • Interview • References • Presentation
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 • Baseline security clearance 		<ul style="list-style-type: none"> • Interview • Basic check