|  |  |
| --- | --- |
| **Job Description** | |
| **Post title** | Senior Workforce Development Officer – Domestic Abuse |
| **JE Reference No** | N10948 |
| **Grade** | Grade 11 |
| **Service** | Resources |
| **Service Area** | People and Talent Management |
| **Reporting to** | Workforce Development Manager, Children and Young People’s Services |
| **Location** | Your normal place of work will be County Hall, but you may be required to work at any Council workplace within County Durham |
|  | |
| **DBS** | This post is not subject to a disclosure. |
| **Flexitime** | This post is eligible for flexitime |
| **Politically restricted** | This post is not designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State |

|  |
| --- |
| **Description of role** |

The post holder will work across all Domestic Abuse and Sexual Violence Executive Group (DASVEG) partner organisations to ensure that the workforce have access to a dedicated workforce development programme that provides a graded, whole family response to Domestic Abuse.

|  |
| --- |
| **Duties and responsibilities** |

Listed below are the responsibilities this role will be primarily responsible for:

* Improving outcomes for children, young people and their families through the introduction of dedicated, evidence-based programmes that support families into longer term recovery.
* Co-ordinating the delivery of the NSPCC DART programme throughout DASVEG partner organisations, ensuring that the programme is embedded into service core delivery plans. Develop and implement methods to measure the longer term impact and outcomes of the programme.
* Working with the Domestic Abuse System Co-ordinator and wider partners to analyse system/service data to ensure that development programmes are meeting the needs of the DASVEG partnership workforce and supporting the identification of hidden/vulnerable groups e.g. elderly/those with care and support needs/LGBTQ+/perpetrator/women who use force.
* Establishing evaluation measures to evaluate the impact of learning and development activities.
* Ensuring the DAVEG partnership workforce is well equipped to provide support/challenge in relation to women who use force, and the quality of work supporting perpetrators beyond the specialist service providers.
* Upscaling the Domestic Abuse Workplace Champions Programme across all DASVEG partners alongside an at scale social marketing programme
* Commissioning learning and development programmes, ensuring quality of providers, value for money and in line with the Councils Contract Procedure Rules.
* Managing the allocated budget for the domestic abuse workforce development programme.
* Developing and delivering high quality, effective training courses and programmes as required.
* Use the County Durham Wellbeing Approach to increase community engagement in the review and co-design of services provided and commissioned.

|  |
| --- |
| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety Policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information during the course of their work and follow the council’s policies and procedures in relation to data protection and security of information.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Fiancial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.

|  |  |  |
| --- | --- | --- |
| Person specification | | |
|  | Essential | Desirable |
| Qualifications | * Qualified to degree level in a relevant subject/other professional relevant qualification | * CIPD Level 7 * Learning and development qualification |
| Experience | * Work with victim/survivors/children and young people/ perpetrators of domestic abuse * Work in multi-agency settings * Budget management * Project planning | * Developing and delivering training courses and programmes * Commissioning training from external providers * Practical understanding of workforce development planning * Working within procurement rules |
| Skills & Knowledge | * Impact of domestic abuse * Excellent ICT skills * Project and change management skills * Excellent verbal and written communication skills, customer care, organisational and presentation skills * Strong attention to detail * Research skills |  |
| Personal Qualities | * Commitment to improving outcomes for children, young people and families affected by domestic abuse * Able to relate to people at all levels of the organisation * Able to prioritise work and meet deadlines * Able to work alone as well as part of a team * Able to work under pressure * Self-motivated * Customer orientated * Able to cope with change and to support others to do so * Flexible approach to work * Committed to the principles of equality and diversity |  |
| Other | * Access to a car or means of mobility support (if driving then must have a current valid driving licence and appropriate insurance) |  |