



Job description	
Job title	Workforce Development Practitioner (Temporary)
Grade	Pay Band K / SCP 35 - 37
Service Area	Human Resources
Section/team	Workforce Development
Accountable to	Workforce Development Senior Practitioner
Responsible for	Workforce Development Projects as assigned primarily within social care
Date reviewed	March 2021

Purpose of the job

Reporting to the Workforce Development Manager, with responsibility for supporting specified workforce development actions, and associated teams and staff, thereby supporting the delivery of the Council's Workforce Development Strategy and relevant Council strategies and plans.

Duties and responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

The post-holder will be responsible for contributing to the planning, design and delivery of workforce development actions and corporate support systems, to ensure identified workforce development priorities are delivered in a timely and cost-effective way. The post-holder will also be responsible for liaising with all internal stakeholders, external bodies and partner organisations to contribute towards collaboration and effective joint working between the Council and those organisations. Current priorities for the Council are Childrens and Adults social care agenda which this post will be supporting along with other more corporate priorities.

Specific responsibilities

1. To contribute towards plans and actions for the delivery of the workforce development strategy and other relevant strategies and plans agreed.
2. To lead on development plans for specified services and activities i.e. Adult and Childrens Social Care and early intervention.



3. To ensure all workforce development actions are developed, commissioned/ designed and delivered are cost effective and suitable.
4. To support the designated services with schemes, procedures and processes such as Workforce Planning and Workforce Development Plans and Supervision/My Time.
5. To contribute towards the implementation of agreed actions, activities and projects and to work with partners and stakeholders identified e.g. AYSE and Step Up to Social Work students.
6. To coordinate activities contributing to workforce development strategic aims and actions.
7. To contribute towards measurement of the impact of workforce development actions and their contribution to the councils priorities.
8. To contribute towards the development and implementation of effective systems to monitor, measure and improve performance against corporate and sector/ occupational specific requirements, standards and awarding bodies
9. To contribute towards information systems working effectively to produce up to date information that is accurate and timely.
10. To communicate with key stakeholders and maintain relationships, including educational institutions, external suppliers and awarding bodies, private, community, voluntary, faith and social enterprise sectors e.g. Universities, skills for care
11. To contribute to the fulfilment and maintenance of corporate (such as Equality Framework for Local Government) and occupational specific relevant standards and awards.
12. To undertake research as agreed and required to ensure the Council meets statutory requirements.
13. To play an active role in achieving continuous improvement across all areas of the Human Resources service, including the fulfilment of non-workforce development activities where necessary.
14. To maintain effective systems to monitor, measure and improve the performance of the workforce development team and HR service as a whole.
15. To maintain effective communication with workforce development and HR/ Council staff as required.
16. To manage own personal development ensuring that any regulatory or continuous professional development requirements are maintained.



17. To comply with the Council's Standing Orders, Financial Procedure Rules and contract Procedure Rules.

18. To actively participate in promoting equality and diversity in employment and service delivery across the Council and the Borough.

Health and safety

- To use equipment as instructed and trained
- To inform management of any health and safety issues which could place individuals in danger

Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy,
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference,
- Report actual or potential security incidents.

Knowsley Better Together – Staff Qualities

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities. Your line manager will discuss your behaviour with you, during your My Time and My Time Extra meetings.

- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.