

CENTRAL SERVICES

Training and Learning

JOB DESCRIPTION

POST:	Social Work Professional Learning and Development Officer
GRADE:	Grade L
RESPONSIBLE TO:	Social Work Professional Learning Team Leader
STAFF MANAGED:	N/A
POST REF:	JOB 7
	FAMILY:
DRAFT AT THIS STAGE	Yes
JOB PURPOSE:	<p>The core focus of this job is to work/liase with the Social Work Professional Learning Team Leader (SWPLTL) whilst acting as a skilled specialist within the field of Practice Education and Social Work within NYCC across adults and children's services (CSC and HAS). This will include supporting the development and co-ordination of the NYCC 'Assessed and Supported Year in Employment' (ASYE) programme for newly qualified social workers (NQSWs), Social Work Practice Education, Social Work Student placements and the Post-Qualifying Qualifications of Social Workers within NYCC. They will also identify workforce development needs specific to social work and, in liaison with SWPLTL develop, plan and deliver training and learning across the organisation, in order to facilitate training plans and ensure the continuous professional development of the workforce.</p>
JOB CONTEXT:	<p>This role is a key part of ensuring the continuity and development of the CPD of all NYCC employees whilst offering high quality Social Work Placements as well recruiting and retaining competent Social Workers. The expertise and experience of the Social Work Professional Learning Development Officer (SWPLDO) will include ensuring there are sufficient high quality Social Work placements and qualified Practice Educators to support both Social Work Students, NQSW's, Trainee Practice Educators and Senior Social Workers to meet the identified competencies required for their registration. (Practice Educator Professional Standards (PEPS), PCF, SWE, and SoP).</p> <p>The role will involve administering, supporting and advising Team Managers, ASYE Supervisors, NQSW's, Senior Social Workers and Trainee/Qualified Practice Educators to adhere to robust quality assurance process(s). The SWPLDO will work closely with the SWPLTL, academic and professional colleagues whilst meeting the standards of the SWE and the British Association of Social Workers</p>

ACCOUNTABILITIES / MAIN RESPONSIBILITIES

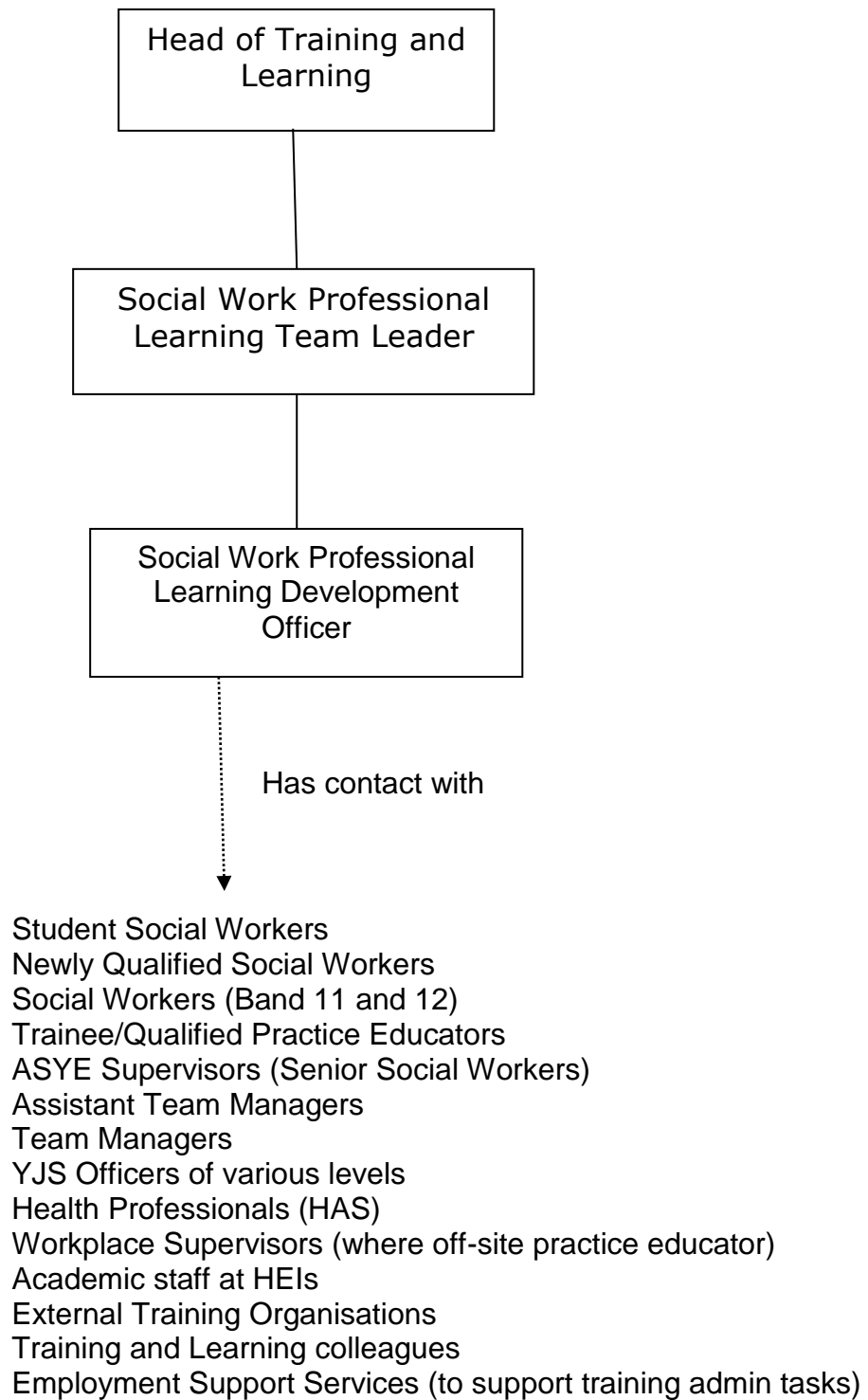
Operational Issues	<ul style="list-style-type: none"> • To work with/liaise with the SWPTL whilst taking responsibility for the learning and development of Trainee/Qualified Practice Educators in line with the Practice Educator Professional Standards (PEPS) and other opportunities for Post Qualifying development. • To work with/liaise with the SWPTL whilst taking responsibility for the learning and development of NQSW's and qualified Social Workers in line with the PCF/Knowledge and Skills (KSS) and other opportunities for Post Qualifying development (e.g. Career Progression to Grade L and the Consolidation Year). • To generate, proactively seek and negotiate social work placements for students across both CYPS and HAS. • To work in partnership with the SWPTL, academic and professional colleagues (including marking Portfolios, attending Quality Assurance Panels) and working to the overall standards set by the HCPC, SWE, PCF, KSS and PEPS. This will involve overseeing an effective QA evaluation process to monitor performance and addressing any areas of poor performance as they arise. • To ensure that all of the team's learning and development opportunities are quality assured and evaluated against performance management targets. • To ensure that NQSW's and Trainee Practice Educator's Training and Development Plans are regularly reviewed. • To act as a Mentor for Trainee Practice Educators; providing professional supervision, where necessary, whilst having overall responsibility for the management of the student placement and the standard of reports submitted to the HEI. • Contribute to the development and planning of learning and development programmes at post qualifying level. • Deliver learning opportunities to meet identified need using a range of delivery methods including new technologies. • Lead on specific projects as requested by the SWPTL.
Communications	<ul style="list-style-type: none"> • Liaise regularly with the SWPTL, service managers, colleagues, practice educators, social work students and HEI's. • Provide advice and individual support to Trainee/Qualified Practice Educators, Social Work Students, NQSWs, Social Workers (including Senior Social Workers), Managers, and Higher Education Institutions on various matters, including suitability to practice. • Provide accurate, informed guidance, support and advice to Registered Social Workers audited by the SWE. • Undertake direct observations (as a Mentor and Off-Site Practice Educator) of learners practice and provide written feedback/reports to ensure standards of practice (SWE, PEPS, PCF and SoP) are being adhered to.

	<ul style="list-style-type: none"> • Represent and promote the Training and Learning Team on working groups as appropriate. • Communicate learning and knowledge to groups via various formats (e.g. information sessions, newsletters, workshops). • On request/consultation with the SWPTL devise policies, procedures, handbooks, briefing papers and reports to senior management, Practice Educators, NQSWs and ASYE Supervisors. • Ability to demonstrate good recording skills with the available technology, in accordance with the relevant post description. • Report in an effective and timely manner particular issues arising to the SWPTL.
People Management and Skills Development	<ul style="list-style-type: none"> • Support and advise managers, ASYE Assessors Qualified/Trainee Practice Educators with regards to failing Social Work Students and NQSWs. • To work/liaise with the SWPTL whilst maintaining overall responsibility for Trainee Practice Educators supervising students undertaking both First and Final Placements (MA and BA level) and Step Up to Social Work Students. • Act as an Off-Site Practice Educator when required. • To liaise with the SWPLTL and the university when complex issues arise such as failing and marginal students and, where necessary, chair concerns meetings on behalf of SWPLTL. To work with ASYE supervisors/managers where there are concerns about competence/fitness to practice of NQSWs. • Contribute to the overall quality assurance of Practice Education and the ASYE programme within NYCC.
Partnership Working	<ul style="list-style-type: none"> • To work/liaise with the SWPLTL at all times. • To have a shared commitment/values and common purpose of developing the CPD of all NYCC employees whilst retaining high quality Social Work Placements/Social Workers. • To make recommendations, assessments and contribute to the decision making process concerning the career progression of Social Work Students, NQSW's, Social Workers and Practice Educators whilst working in partnership. • To develop and strengthen links with Higher Education Institutions and other key partners. • In conjunction with the SWPLTL, to be actively involved with the development of post qualifying modules with local HEIs. • With SWPLTL, sit on panels to assess and moderate portfolios for Practice Education at Stage 2 and ASYE completion.
Resource management	<ul style="list-style-type: none"> • To identify, evaluate and share resources with the SWPLTL to ensure best value within the specific budget area. • To work/liaise with the SWPLTL to ensure training material is 'fit for purpose', manage and monitor the quality of all equipment and materials. • Identify opportunities for accessing additional funding.
Systems and Information	<ul style="list-style-type: none"> • To manage an up to date database (including qualifications) of all Practice Educators (Trainees/Qualified), Senior Social Workers

	<p>and NQSWs in NYCC.</p> <ul style="list-style-type: none"> • To utilise and up-date the Training Administrative System. • Contribute to the Quality Assurance and evaluation of learning and development against performance management targets. • Contribute to the development, maintenance, monitoring and evaluation of relevant systems and procedures to capture development needs of social workers and students within NYCC.
Strategy Development	<ul style="list-style-type: none"> • Keep up to date with local and national agenda, social work reforms, policy drivers and implement changes to training materials and programmes as appropriate. • Contribute to the development of policy and procedure within the Training and Learning Team. • To research on and contribute to Regional and National policy formulation; participation in pilots and initiatives; and implement good practice relevant to practice education and post-qualifying initiatives.
Service Specific Requirements	<ul style="list-style-type: none"> • To work/liase with the SWPLTL to ensure that workforce development activity is focused on national and local competencies identified for practice education and post-qualifying social work. • Responsible for promoting and safeguarding the welfare of children and young people/vulnerable adults that you are indirectly responsible for in supervising students and NQSWs. • Responsibility to ensure that safeguarding and child/vulnerable adult welfare is at the heart of all learning interventions and that delegates can clearly link this learning to their own responsibilities.
Data Protection	<ul style="list-style-type: none"> • To comply with the County Council's policies and supporting documentation in relation to Data Protection, Information Security and Confidentiality.
Health and Safety	<ul style="list-style-type: none"> • Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. • To work with colleagues, students, NQSWs, managers and supervisors to maintain health, safety and welfare within the working environment.
Equalities	<ul style="list-style-type: none"> • We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. • Within own area of responsibility work in accordance with the aims of the Equality Policy Statement.
Flexibility	<ul style="list-style-type: none"> • North Yorkshire County Council provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be

	commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with County Council Policies and Procedures.
Customer Service	<ul style="list-style-type: none"> • The County Council requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect, human rights and working with others to keep vulnerable people safe from abuse and mistreatment. • The County Council requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.
Date of Issue:	January 2015

Structure:



PERSON SPECIFICATION

JOB TITLE: Social Work Professional Learning Development Officer

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
<p>Knowledge</p> <ul style="list-style-type: none">• Up to date knowledge of learning and development strategy and initiatives.• Extensive knowledge of relevant social work legislation.• Expert knowledge of social work theory and methods that underpin best practice• Demonstrable knowledge of current developments in social work practice• In depth knowledge of current research findings and the implications for practice.	<ul style="list-style-type: none">• Up to date knowledge of social care work placement and practice teaching requirements• Up to date, robust understanding and knowledge of social work reforms such as the ASYE, Practice Education, PCF, K&S.• Knowledge and understanding of emerging workforce development technologies including e-learning, learning management systems, e-appraisal and on-line assessments.
<p>Experience</p> <ul style="list-style-type: none">• Substantial post-qualifying experience in a social work role.• Extensive experience of mentoring, supervising and teaching social work students, registered social workers of all levels, Practice Educators (Trainee and Qualified) in a social care context.• Experience of assessing in a social care context thus, providing feedback (comprehensive reports and recommendations).• Experience of working in partnership or collaboration.• Experience of working effectively as a member of a team.• Experience of managing training resources, materials and equipment with an ability to update and devise handbooks and forms.• Ability to thrive on ambiguity, complexity and uncertainty.• Ability to make difficult decisions such as failing a student or NQSW.	<ul style="list-style-type: none">• Recent, post qualifying, Social Worker experience.• Experience of developing and delivering training and other development solutions.
Occupational Skills	

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
<ul style="list-style-type: none"> Analyses information gained from assessment and make recommendations with a high degree of autonomy. Highly developed communication skills, including presentation and negotiation skills. The ability to provide high quality, reflective supervision. Analytical skills – Critically analyses diverse information presented in a variety of formats. Ability to work effectively under pressure and commitment to meet defined targets, deadlines and objectives. Excellent literacy and presentation skills (written and oral). An especially high standard of report writing. Competent IT skills in relevant NYCC packages. Ability to organise, self-manage time and workload and work on your own initiative. People management skills. Health & Safety skills – Takes responsibility for maintaining own and others' health and safety. 	<ul style="list-style-type: none"> Experience of quality assurance processes. Project Management skills. Coaching, Mentoring and Training skills – Able to effectively provide information, advice and guidance to develop others. Leadership and motivational skills.
Qualifications <ul style="list-style-type: none"> Social Care Professional Qualification (e.g. DipSW, Degree in Social Work or equivalent). SWE Registration. Current Practice Teaching Qualification (for example Practice Teaching Award or Stage 2 of the PEPS). 	<ul style="list-style-type: none"> PTTLLS or equivalent adult teaching qualification
Other Requirements <ul style="list-style-type: none"> Ability to travel across the County. Ability to deliver learning opportunities outside of normal business hours. 	

Behaviours

Effective Performance (level 2)

You demonstrate a high standard of work and through your role as supervisor/coach you aim to continuously improve the services provided by others.

Keeping it Professional (level 3)

You keep yourself up to date with current best practice and perform your role within the legal, regulatory, ethical and social requirements set out in your area of work. You report any abuse, unfair discrimination or unprofessional practice, whether it affects colleagues, customers or yourself.

Working Together (level 3)

You actively demonstrate commitment to working, engaging and communicating constructively with partners and other stakeholders.

Community and Customer Focus (level 3)

You offer the best level of service to customers and behave in a way that gives them confidence.

Know and develop yourself and others (level 4)

You act strategically to identify the skills and talents required by staff groups to deliver current and future objectives. This includes interpreting new guidelines that have an impact on the learning needs of others and designing/procuring new learning policies/toolkits

Managing Change (level 2)

You view change positively and you help others to understand that change is a part of their job.

Inspiring Others (level 3)

You provide positive and enthusiastic direction to people to enable, inspire, motivate and support them to achieve the organisational objectives. You create the conditions for others to excel.

Focus on the Future (level 3)

Within the legal and political arena you are aware of the longer term 'direction of travel' for your area. You keep abreast with changes that are relevant to your area, keeping an 'eye on the future'