

# Job Description and Person Specification

Role: Workforce Development Officer



Coventry City Council



# Job Description

<b>Job Title</b>	Workforce Development Officer
<b>Grade</b>	Grade 4
<b>Service</b>	Early Years Service – Business, Sufficiency and Funding team
<b>Reports to</b>	Workforce Development Manager
<b>Location</b>	Broadgate House
<b>Job Evaluation Code</b>	A6091



# About Coventry City Council

**Who we are:** At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

**Our Priorities** – Increasing the economic prosperity of the city and region, improving outcomes and tackling inequalities within our communities, tackling the causes and consequences of climate change.

**Our Values:** We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



## About the Service your team will provide

### Purpose of the role

Provide access to advice, support in relation to workforce recruitment and retention to the childcare sector and schools. Provide an outreach function in support of recruitment and retention of the workforce within the childcare sector attending events such as Job Fairs, Career events etc

## Main Duties & Key Accountabilities

1. To work in partnership with Further and Higher Education partners to support the emerging early years workforce into employment.
2. Utilise vacancies on the FID website to support schools and childcare providers with recruitment and retention of staff.
3. Work alongside colleagues in the Job Shop and Jobcentre to support Jobseekers into employment in the childcare sector.
4. Support the Workforce Development Manager to implement systems to ensure the early years workforce in Coventry has access to relevant training.
5. Organise, promote, and coordinate briefing and advice sessions targeting both providers and stakeholders across the city.
6. Raise the profile of taking up a career in early years and childcare (0- to 11-year-olds).
7. Provide a first point of contact for childcare providers and schools in relation to recruitment.
8. Contribute to the communication and marketing plan for the expanded early years entitlements and wraparound offers.
9. Oversee the content and administrate social media platforms and other channels.
10. Research and coordinate information/data to produce reports for the Workforce Development Manager.
11. Work with local Further Education and Higher Education providers to provide information to the public on career routes into childcare, disseminate recruitment and retention resources in various formats to enable early years and childcare providers to develop and maintain effective working practices and have a stable staffing base.
12. Signpost Jobseekers to partners delivering employment support services.

13. Any other duties and responsibilities within the range of the salary grade.



## Key relationships

External	Internal
DWP Jobcentre City College Ofsted registered childcare providers Primary schools – Academy Training providers e.g.CWT Members of the public	Job Shop Adult Education Early Years Quality, Improvement and Standards team Maintained Primary schools

## Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

### Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

### Training

The postholder must attend any training that is identified as mandatory to their role.

## Responsible for:

### Staff managed by postholder:

N/A

## Person specification

<b>Job Evaluation Code</b>	A6091
<b>Knowledge</b>	
Awareness of relevant early years and childcare qualifications	
Knowledge of recruitment and retention in the early years sector	
Knowledge of the range of childcare providers in the context of the early year's workforce and qualification structures	
Confident about the requirements of GDPR and the data protection act and how to apply these in practice	
<b>Skills and Abilities</b>	
Strong interpersonal and listening skills	
Commitment to and willingness to undertake training and development opportunities. Able to embrace new ideas and new ways of working in the interest of service improvement	
Have a methodical approach to problem solving	
Experience of working to deadlines and excellent organisational skills	
Ability to use website software and social media strategies effectively across a range of audiences. Has proficiency in IT skills including MS Office packages	
Takes ownership of their responsibilities and meets deadlines	
Ability to work as part of a team and work on own initiative	
Demonstrate effective verbal and written communication skills	
<b>Experience</b>	
Using social media platforms for marketing and communication	
Delivering information to a wide range of audiences	
Experience of partnership working with other organisations and agencies, including the voluntary and independent and maintained sectors	

<b>Experience continued</b>
Working to specific deadlines
Gathering, organising, extracting and presenting information
Evidence of recent training and professional development undertaken, relevant to the post requirements
<b>Qualifications</b>
Relevant ICT qualification and or skills sufficient to develop systems and analyse data
Relevant Level 3 or above qualification or relevant work experience that demonstrates the skills and abilities required to perform the tasks of the post
<b>Special Requirements</b>
This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS)
Ability to work flexibly including evenings and weekends
Commitment to working in an anti-discriminatory way to ensure equality of opportunity
Commitment and willingness to undertake training and development opportunities

<b>Date Created</b>	February 2024	<b>Date Reviewed</b>	July 2024
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