



Coventry City Council

## Job Description

<b>Job Title:</b>	Adult Social Care L&D Adviser (6 month FTC initially)	<b>Job Number:</b>	S8045S
<b>Service:</b>	People & Culture	<b>Post Number:</b>	
<b>Location:</b>	Friargate & Remote Working	<b>Grade:</b>	G7

### 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.

### Job Purpose:

To support the effective delivery of the Adult Social Care Workforce Plan- a key focus of the role will be to support on the design and implementation of a range of L&D programmes, processes and interventions that support the Council's duties to ensure a sustainable Adult Social Care market.

A key focus of the role will be supporting Adult Social Care providers to maintain a skilled, effective and well supported workforce.

### Main Duties & Responsibilities:

- Work in collaboration with Adult Social Care providers and external partners to identify and manage the training delivery across Adult Social Care.
- Lead on the development and implementation of robust processes to ensure Adult Social Care achieve compliance in areas such as: service area specific mandatory training and induction.
- Ensure that Diversity & Inclusion sits at the heart of all training and the commissioning of training across Adult Social Care.
- Working with multi-agency partners to deliver a range of health and social care learning and development interventions.
- Encourage, promote and support Adult Social Care providers to access and utilise online learning platforms including Scils.
- Attend and play and active role in the Workforce resilience group, other Adult Social Care meetings, undertake partnership working as and when appropriate.
- Attend and support Adult Social Care partnership and learning and development events.

- Work closely with the Apprenticeship team to ensure our learning and development offer of Adult Social Care professional qualifications funded through the Apprenticeship Levy, remains competitive and aligned to Service priorities.
- Work collaboratively with Adult Social Care providers, the Council's Learning and Development function, internal and external stakeholders including Skills for Care, to identify skills gaps and training and development needs across the Adult Social Care Market Council using a range of OD tools and techniques.
- Support the delivery and implementation of a range of specific Adult Social Care development programmes which relate to the Workforce Development Plan including; React to Red, Say No To Infection and Manual Handling training.
- Ensure that every intervention has clear business and organisationally focused aims, aligned with the Adult's Workforce Development Plan and enables robust evaluation of its effectiveness, and measurement of value for money.
- Support the Corporate OD/L&D Lead with the production of an annual evaluation report on all learning and development delivered.
- Work with the Corporate Learning and Development function to maintain and develop the Adults Social Care Learning and Development offer.
- Ensure diversity and inclusion is integrated into all learning and development activity.
- Assist / support / contribute to/ projects as required.
- Any other duties and responsibilities within the range of the salary grade.

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The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

**Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

**Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

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

**Responsible for: N/A**

**Responsible to:** Organisational Culture & Employee Engagement Manager and Service Manager, Adult Commissioning

**Date Reviewed:** 13<sup>th</sup> August 2021

**Updated:** 16<sup>th</sup> August 2021



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## Person Specification

<b>Job Title:</b>	Adult Social Care L&D Adviser (6 month FTC initially)	<b>Job Number:</b>	S8045S
<b>Service:</b>	People & Culture	<b>Post Number:</b>	R356949081
<b>Location:</b>	Friargate & Remote Working	<b>Grade:</b>	G7

Area	Description
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<b>Knowledge:</b>	<ul style="list-style-type: none"><li>Understanding and application of a range of learning and development tools, techniques and methodologies.</li><li>Up-to-date knowledge of Adult Social Care and Learning and Development practices.</li></ul>
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<b>Skills and Abilities:</b>	<ul style="list-style-type: none"><li>A self-starter requiring minimum supervision</li><li>Ability to plan, manage and support projects, effectively and balance competing and conflicting demands.</li><li>Excellent communication and presentation skills; both verbal and written and encourages the sharing of views, listens, reflects and remains open to new ways of working.</li><li>Shows ability to provide constructive feedback, challenge thinking and influence outcomes to support a culture of continuous improvement.</li><li>Good interpersonal skills, approachable and flexible. Takes positive action and fully utilizes the diverse skills, strengths and contributions of teams, networks and partners.</li><li>Models assertive and positive approaches in handling conflict, pressure and performance issues.</li></ul>
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<b>Experience:</b>	<ul style="list-style-type: none"><li>Broad experience of the design, delivery and evaluation of learning activities to deliver service outcomes.</li><li>Delivering training programmes to a range of different audiences from a range of backgrounds.</li><li>Using PowerPoint, Office 365, etc</li></ul>
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<b>Educational:</b>	<ul style="list-style-type: none"><li>Professional experience of working within an Adult Social Care or Health environment and delivering learning and development programmes.</li><li>This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment</li></ul>
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