

## Swyddog Datblygu'r Gweithlu

Cyfeirnod y swydd: AHSS00018W3MTE

Lleoliad: Tŷ Russell, y Rhyl

Cyflog: Gradd 9, £34,723 - £38,296

Oriau: 37 awr yr wythnos

Cytundeb: Parhaol

Swydd Fewnol / Allanol

Mae cyfle cyffrous wedi dod ar gyfer Swyddog Datblygu'r Gweithle brwdfrydig ac arloesol i gymryd arweiniad ar ddarparu cyfleoedd dysgu a datblygu ar gyfer staff gofal cymdeithasol ar draws Gwasanaethau Plant ac Addysg yn Sir Ddinbych.

Bydd gennych gefndir mewn gofal cymdeithasol, gwaith cymdeithasol neu faes perthnasol, byddwch yn frwdfrydig ynghylch datblygu'r sgiliau, gwybodaeth a chymwysterau ein Gweithlu Gofal Cymdeithasol. Bydd gennych ddealltwriaeth gadarn o'r materion allweddol y mae'r sector yn ei wynebu a sgiliau ym mhob agwedd o ddadansoddiad anghenion hyfforddiant a datblygiad proffesiynol, gan gynnwys darparu hyfforddiant uniongyrchol a chynllunio a chomisiynu rhaglenni hyfforddiant.

Penodiad yn amodol ar Wiriad Gwasanaeth Datgelu a Gwahardd a geirdaon boddhaol.

Os hoffech drafod unrhyw agwedd y swydd, ffoniwch Kevin Jarvis, Rheolwr Tîm neu Ffion Evans, Dirprwy Reolwr Tîm ar 01824 706605/ 01824 712790.

Os oes gennych ddiddordeb yn y swydd wag hon, gwnewch gais ar-lein trwy ein gwefan [www.sirddinbych.gov.uk](http://www.sirddinbych.gov.uk) Am dulliau eraill o wneud cais, cysylltwch â'r Adran Gwasanaethau Cwsmeriaid ar 01824 706100.

Rhaid i ymgeiswyr gwblhau ein ffurflen gais i gael ei ystyried. Mae'n ddrwg gennym nad ydym yn gallu ateb pob cais. Os nad ydych wedi derbyn ateb o fewn tair wythnos i'r dyddiad cau, dylech gymryd yn ganiataol nad ydych wedi cyrraedd y rhestr fer am gyfweiliad.

**Dyddiad Cau: 5 Mehefin 2023**

Mae Cyngor Sir Ddinbych yn ymroddedig i Gyfle Cyfartal a'i Safonau Iaith Gymraeg. Rydym yn croesawu ceisiadau yn y Gymraeg. Sylwch na fydd unrhyw ffurflenni cais a dderbynnir yn y Gymraeg yn cael eu trin yn llai ffafriol na ffurflenni cais a gyflwynwyd yn Saesneg.

## Workforce Development Officer

Job reference: AHSS00018W3MTE

Location: Russell House, Rhyl

Salary: Grade 9. £34,723 - £38,296

Hours: 37 hrs per week

Contract: Permanent

External / Internal vacancy

An exciting opportunity has arisen for an enthusiastic and innovative Workforce Development Officer to take a lead on delivering learning & development opportunities for social care staff across Education & Children's Services in Denbighshire.

With a background in social care, social work or a related field you will be passionate about developing the skills, knowledge and qualifications of our Social Care Workforce. You will have a sound knowledge of the key issues facing the sector and skills in all aspects of training needs analysis and professional development including direct training delivery and planning and commissioning of training programmes.

Appointment subject to satisfactory references.

If you would like to discuss any aspect of the post, please call Kevin Jarvis, Team Manager or Ffion Evans, Deputy Team Manager on 01824 706605/ 01824 712790.

If you are interested in this vacancy, please apply on-line via the website [www.denbighshire.gov.uk](http://www.denbighshire.gov.uk). For alternative methods of applying please contact Customer Services on 01824 706101.

Candidates must complete our application form to be considered. We regret that we are unable to reply to all applications. If you have not received a reply within three weeks of the closing date, you must assume that you have not been short listed for interview.

**Closing Date: 5 June 2023**

Denbighshire County Council is committed to Equal Opportunities and its Welsh Language Standards. We welcome applications in the Welsh Language and application forms received in the Welsh Language will not be treated less favourably than an application form submitted in English.

## CYNGOR SIR DDINBYCH SWYDD-DDISGRIFIAD

<b>Teitl y Swydd:</b>	<b>Swyddog Datblygu'r Gweithlu</b>
<b>Graddfa:</b>	<b>9</b>
<b>Gwasanaeth:</b>	<b>Gwasanaeth Gofal Cymdeithasol i Oedolion a Digartrefedd</b>
<b>Maes Gwasanaeth:</b>	<b>Tîm Datblygu'r Gweithlu</b>
<b>Yn atebol i:</b>	<b>Dirprwy Reolwr Tîm - Datblygu'r Gweithlu</b>
<b>Cyfeirnod y Swydd/Dyddiad Cyhoeddi</b>	<b>ID 04343</b>

### Pwrpas y Swydd

Cydlynu, datblygu, cyflawni a gwerthuso amrywiaeth o gyfleoedd dysgu a datblygu drwy'r sector gofal cymdeithasol ar draws staff Gwasanaethau Cymorth Cymunedol (Oedolion) ac Addysg a Gwasanaethau Plant. Fel rhan o wasanaeth hyfforddi a datblygu staff cynhwysol i weithwyr ar bob lefel o'r Adran Gwasanaethau Cymdeithasol, yn unol ag amcanion datblygu a hyfforddi corfforaethol ac adrannol. Datblygu cysylltiadau a chynlluniau rhyngasiantaethol, aml-ddisgyblaethol, a sector-cyfan effeithiol er mwyn cwrdd â'r amcanion hyn.

Cefnogi gweithgareddau ehangach yr Uned Datblygu Gweithlu drwy gymryd rhan mewn rhaglenni a hyfforddiant yn ôl y gofyn a hyrwyddo a chynrychioli gwaith y Gwasanaeth gyda phob asiantaeth partner.

### Prif Gyfrifoldebau

- 2.1 Cychwyn, dyfeisio a gweithredu strategaethau datblygu priodol i ddiwallu anghenion a nodwyd. Bod yn gyfrifol am hyfforddiant a datblygiad ymarferwyr yn eu maes arbenigol h.y. mewn gwasanaethau oedolion neu blant.
- 2.2 Dehongli a chynghori rheolwyr a staff ar oblygiadau polisi ac arfer perthnasol, Deddfwriaeth y Llywodraeth, Rheoliadau, Canllawiau, Cylchlythyrau a Chyfarwydddebau'r Cynulliad Cenedlaethol e.e. Safonau Galwedigaethol a Chodau Ymarfer Proffesiynol Gofal Cymdeithasol Cymru ar gyfer Gweithwyr Gofal Cymdeithasol. Gallu arwain, cynghori a gwneud argymhellion i reolwyr a staff ac adnabod eu hanghenion datblygu, er mwyn cyflawni amcanion strategol yr Adran.
- 2.3 Arwain i ddechrau, hyrwyddo, cydlynu a rheoli prosesau comisiynu a chynllunio strategol rhyng-asiantaethol ac adrannol allweddol o fewn y Rhaglen Datblygu'r Gweithle Gofal Cymdeithasol. Mae hyn er mwyn sicrhau bod y Cyngor Sir, Asiantaethau Statudol a Gwirfoddol eraill a'r Awdurdodau lechyd yn deall eu goblygiadau cyfreithiol a statudol ac amcanion strategol a gytunwyd arnynt, a'r goblygiadau hyfforddiant sy'n berthnasol i ddatblygiadau polisi, cynllunio a gwasanaeth, a'r angen i gwrdd â'r amserlenni penodol. E.e. Hyfforddiant Ôl-gymhwyso, hyfforddeion Gwaith Cymdeithasol a Therapi Galwedigaethol, llwybrau gyrfa
- 2.4 Cymryd y prif gyfrifoldeb dros reoli mewn maes cymhleth a statudol o arferion arbenigol e.e. Cyfranogwr lechyd Meddwl Cymeradwy, Diogelu, Cymhwyster

Galwedigaethol Cenedlaethol, Arfer Addysgu, Dyfarniadau Ôl-Gymhwysu, Ymchwiliad ar y cyd a Chyflawni Tystiolaeth Orau, hyfforddiant lechyd a Diogelwch a Gofal Cymdeithasol.

- 2.5 Arwain, cynllunio, cydlynu, cadeirio a chymryd rhan mewn pwyllgorau allweddol a gweithgorau o fewn meysydd Gwasanaeth yn ogystal ag mewn grwpiau aml-asiantaeth Cenedlaethol ac ar draws y DU, a dylanwadu a chymryd rhan weithgar mewn datblygu a hyrwyddo datblygiad ac arferion gwasanaeth sy'n gyson ac yn unol â'r polisiau ac amcanion strategol a gytunwyd arnynt ar gyfer hyfforddiant a datblygiad. Sicrhau fod gwybodaeth sy'n berthnasol yn cael ei rannu ag Adran Gwasanaethau Cymdeithasol Sir Ddinbych.
- 2.6 Fel rhan o'r Tîm Gweithlu, cwblhau dadansoddiad o anghenion hyfforddiant y dyfodol er mwyn cynllunio, dylunio, trefnu, rheoli a darparu ystod lawn o raglenni hyfforddiant datblygu staff, o hyfforddiant cynefino i hyfforddiant mwy arbenigol er mwyn cwrdd ag anghenion unigolion, fîm, gwasanaeth a sefydliadol. Cyflawni dadansoddiad system o holl raglenni yn erbyn canlyniadau dysgu rhagnodedig a mesurau perfformiad, gan gynnwys targedau cenedlaethol penodol o fewn y canllaw perthnasol e.e. Cynllun Gwaith Cymdeithasol Gofal Cymdeithasol Cymru, Cymru iachach: Strategaeth Gweithlu ar gyfer lechyd a Gofal Cymdeithasol a'r Cynllun Gweithredu Gwrth-Hiliaeth.
- 2.7 Nodi a chomisiynu ymgynghorwyr hyfforddi allanol i ddiwallu anghenion datblygu staff a nodwyd. Dyrannu manylion cytundebol ar ran yr Adran Gwasanaethau Cymdeithasol er mwyn cwrdd ag anghenion dysgu a hyfforddi penodol. Monitro a gwerthuso rhaglenni/ cyrsiau hyfforddi a gomisiynwyd yn erbyn canlyniadau dysgu a gytunwyd.
- 2.8 Bod yn bennaf gyfrifol am feysydd arfer arbenigol, adnabod ffynonellau o gyllid gan y Llywodraeth, a chyflwyno cynigion ffurfiol am gyllid o fewn meini prawf penodedig. Bod yn gyfrifol am fonitro, gwerthuso a bod yn atebol wrth wneud defnydd o grantiau. Rheoli meysydd penodol o'r gyllideb Hyfforddiant Adrannol fel gwario ar gyrsiau hyfforddiant.
- 2.9 Rheoli trefniadau'r Adran i sicrhau bod yr holl brosesau asesu a'r gweithdrefnau sicrhau ansawdd yn unol â rheoliadau cenedlaethol, a bod y trefniadau yn eu lle ar gyfer unrhyw newidiadau llywodraethol i reoliadau o'r fath. Mae hyn yn cynnwys prosesau a gweithdrefnau ar gyfer y Radd Gwaith Cymdeithasol, Dysgu drwy Ymarfer, Gwobrau Uwch ac Ôl Gymhwysu mewn Gwaith Cymdeithasol, Cymwysterau Galwedigaethol Cenedlaethol a Hyfforddiant Gwaith Cymdeithasol Cydnabyddedig. Cefnogi, galluogi a rheoli cynnydd ymgeiswyr o'u dewis hyd at asesu a chymhwyso.
- 2.10 Cydlynu a chydweithio mewn mentrau ar y cyd ag asiantaethau partner (e.e. yr Heddlu, Awdurdodau lechyd ac Addysg, sefydliadau Gwirfoddol ac Annibynnol) ar lefel uwch. Cydweithio i ddyfeisio, trefnu, darparu a gwerthuso rhaglenni datblygu sy'n codi o strategaethau aml-asiantaeth e.e Safonau Diogelu Cenedlaethol a Diogelu rhag Colli Rhyddid.

- 2.11 Arwain ar ymchwil, cynllunio a datblygu mewn dysgu penodol a phrosiectau datblygu.
- 2.12 Cynllun Datblygu Gweithlu Gofal Cymdeithasol, Fframwaith Cymwysterau, Strategaeth Datblygu Gweithlu a chynlluniau hyfforddiant adrannol er mwyn adnabod blaenoriaethau, targedau, strategaethau, safonau a chynlluniau gweithredu a gwasanaeth yn ffurfiol.
- 2.13 Cynghori a gwneud argymhellion ar weithredu'r Fframwaith Gymwysterau a Strategaeth Datblygu Gweithlu. Dylanwadu a gwneud argymhellion ar fentrau a pholisiau a fydd yn cael effaith gadarnhaol ar recriwtio a chadw staff.
- 2.14 Paratoi adroddiadau ysgrifenedig i uwch reolwyr ac aelodau etholedig, o fewn a thu allan yr adran, a mynychu a chyflwyno adroddiadau i Bwyllgorau er mwyn hysbysu a derbyn cymeradwyaeth ar gynlluniau datblygu staff, mentrau ac argymhellion polisi perthnasol.
- 2.15 Gweithredu fel cynrychiolydd Gwasanaethau Cymdeithasol ar gyfer datblygu a chefnogi llwybrau cymhwyster proffesiynol, Safonau Galwedigaethol Cenedlaethol a Fframweithiau Strategol.
- 2.16 Cynnal a darparu ymwybyddiaeth o faterion cyfleoedd cyfartal, gan sicrhau'r safonau uchaf o gyfleoedd cyfartal mewn perthynas â hyfforddiant, paratoi deunyddiau hyfforddi a chyflwyniadau hyfforddiant, yn ogystal ag yn y gweithle.

#### **Adnoddau / Offer / Deunyddiau**

Dim

#### **Goruchwylio / Rheoli Pobl**

Darparu goruchwyliaeth a chynlluniau gwaith ar gyfer staff cefnogi a darparu cefnogaeth / arweiniad i swyddogion Datblygu Staff eraill o safbwynt y radd gwaith cymdeithasol / gweithgareddau aseswyr / mentoriaid ymarfer. Deddfwriaeth allweddol a Gyrwyr Polisi Llywodraethol.

#### **Gwybodaeth, Sgiliau, Hyfforddiant a Phrofiad**

Gradd neu gymhwyster proffesiynol ar lefel cyfwerth mewn gwaith cymdeithasol neu faes sy'n berthnasol i Ofal Cymdeithasol, neu gymhwyster cydnabyddedig mewn Datblygu'r Gweithlu megis AD, ynghyd â phrofiad sylweddol yn y maes gofal cymdeithasol.

Y gallu ddechrau a chwblhau rhaglenni gwaith niferus a chymhleth, yn cynnwys mewn cyd-destun aml-asantiaethol.

Y gallu i ddylanwadu uwch swyddogion o fewn a thu allan y Gyfarwyddiaeth. Ac aelodaeth etholedig ynghylch y newidiadau gofynnol yn y polisi ac arferion.

Ymrwymiad i gyfleoedd cyfartal ac arferion Gwrthomesol, Gwrth-wahaniaethu i gyflawni amcanion corfforaethol.

Gwybodaeth am waith cymdeithasol/ gofal cymdeithasol gan gynnwys mentrau polisi a'r perthynas i'r ymarfer.

Mae sgiliau cyfathrebu rhagorol, yn ysgrifenedig ac ar lafar, yn hanfodol; yn enwedig y gallu i drafod ar bob lefel ac ysgogi pobl i gydweithio ar fentrau ar y cyd.

Profiad o waith rhyngasiantaethol ac amlddisgyblaethol.

Profiad sylweddol mewn addysgu ymarferol neu ddatblygiad a hyfforddiant staff, ynghyd â chymhwyster perthnasol, neu'r parodrwydd i weithio at gymwysterau perthnasol,

Gwybodaeth o ddeddfwriaeth a materion allweddol sy'n effeithio ar Wasanaethau Gofal Cymdeithasol.

Yn gyfarwydd â strwythurau Gwasanaethau Cymdeithasol a chyrrff llywodraethu perthnasol.

Gallu hwyluso grwpiau, cadeirio cyfarfodydd a gweithio fel aelod o dîm.

### **Amodau Gwaith Arbennig**

Dim

### **Archwiliadau Cyflogaeth / Gofynion Penodol**

Mae'n ofynnol i bob aelod newydd o staff fynd drwy ein gwiriadau recriwtio mwy diogel; clirio DBS, 2 eirada boddhaol yn cwmpasu 3 blynedd o gyflogaeth, tystiolaeth o gymwysterau hanfodol, tystiolaeth o'r Hawl i Weithio yn y DU.

Mae Cyngor Sir Ddinbych yn cydnabod ei rwymedigaethau i ddiogelu plant ac atal caethwasiaeth a masnachu mewn pobl, gan wneud popeth o fewn ei allu i atal caethwasiaeth a masnachu mewn pobl o fewn ei fusnesau. Mae sawl math o gaethwasiaeth modern, gan gynnwys masnachu mewn pobl, llafur gorfodol, caethiwed a chaethwasiaeth.

Mae diogelwch yn bwysig i bawb, ac mae gofyn i holl gyflogeion Sir Ddinbych weithio yn unol â pholisïau a gweithdrefnau Diogelu Oedolion / Plant y Cyngor, mae dyletswydd arnynt i roi gwybod am unrhyw bryderon sy'n codi yn ystod eu dyletswyddau a bod yn ymwybodol o arwyddion camfanteisio. Dylid codi unrhyw bryderon â'r Rheolwr Diogelu Penodedig er mwyn i'r Cyngor allu gweithredu pan gaiff camfanteisio ei adnabod.

### **Gweledigaeth / Cyd-destun**

Mae'r swydd wedi'i gosod o fewn cyd-destun y rheolau, deddfwriaeth a gofynion gweithlu Gofal Cymdeithasol a argymhellir gan Gofal Cymdeithasol Cymru a Llywodraeth Cymru.

Mae'r rhain yn cynnwys, ond heb eu cyfyngu i Ddeddf Cofrestru ac Arolygu Gofal Cymdeithasol (Cymru) 2016, Deddf Gwasanaethau Cymdeithasol a Llesiant (Cymru) 2014 a Gradd Gwaith Cymdeithasol a'r Fframwaith dysgu ac Addysg Proffesiynol Parhaus Cenedlaethol. Fframwaith Datblygu Gyrfaoedd Therapi Galwedigaethol ar y cyd gyda Gofal Cymdeithasol Cymru a Choleg y Therapyddion Galwedigaethol sydd i gyd wedi amlygu'r rhaglen i wella safonau arferion, hyfforddiant a chofrestru ym mhob maes o'r gweithlu gofal cymdeithasol.

Gweithio'n integredig ac yn agos gyda'r Arweinydd Proffesiynol Gwaith Cymdeithasol a'r Arweinydd Proffesiynol Therapi Galwedigaethol.

Blaenoriaeth yr Adran yw sicrhau bod ein holl weithwyr a'r unigolion hynny sy'n gweithio i ni trwy asiantaethau mewn cytundeb yn gymwys i gyflawni gwasanaethau o safon uchel, gan sicrhau'r safonau uchaf o arfer gwrth-wahaniaethu. Mae rôl y Swyddog Datblygu'r Gweithlu yn rhan anhepgor o broses cynllunio strategol Datblygu Gweithlu Cyngor Sir Ddinbych.

Mae yna bwyslais parhaus yn genedlaethol ar asesu cymhwysedd yn seiliedig ar waith, a chysylltu rhaglenni datblygu staff gyda Safonau Cenedlaethol. Mae safoni, moderneiddio a gwerthuso yn rhan gynyddol o rôl a chyfrifoldebau'r Swyddogion Datblygu'r Gweithlu.

Mae galwadau deddfwriaeth yn rhoi rhagor o bwyslais ar yr angen ar gyfer gweithio aml-asantiaeth a phrosiectau partneriaeth mewn llawer o feysydd o waith gofal cymdeithasol. Felly, mae rôl y Tîm Datblygu Staff yn parhau i ehangu, ac o ganlyniad bydd angen ystod o sgiliau i ryngweithio'n effeithiol â grwpiau gwahanol o bobl broffesiynol, yn aml ar lefel uwch.

## CYNGOR SIR DDINBYCH MANYLION AM YR UNIGOLYN

Mae'r Manylion yn nodi'r sgiliau, yr wybodaeth a'r profiad a ystyrir yn hanfodol er mwyn ymgymryd â dyletswyddau'r swydd yn effeithiol. Caiff ei defnyddio wrth lunio rhestr fer ac ar gyfer y broses o gyfweild am y swydd hon. Dylech ddangos ar eich ffurflen gais sut rydych yn bodloni'r meini prawf hyn. Byddwch ddim ond yn cael eich cynnwys ar y rhestr fer os ydych yn bodloni pob un o'r meini prawf hanfodol (â'r meini prawf dymunol lle bo'n berthnasol).

<b>Teitl y Swydd:</b>	Swyddog Datblygu'r Gweithlu		
<b>Gwasanaeth:</b>	<b>Gwasanaeth Gofal Cymdeithasol i Oedolion a Digartrefedd</b>		
<b>Graddfa:</b>	<b>9</b>		
<b><u>MEINI PRAWF</u></b>	<b><u>HANFODOL</u></b>	<b><u>DYMUNOL</u></b>	<b><u>DULL ASESU</u></b> Ffurflen Gais / Cyfweiliad / Cyflwyniad / Geirda ac ati
<b>1. ADDYSG A CHYMWYSTERAU</b>	Gradd neu gymhwyster proffesiynol ar lefel gyfatebol, mewn maes Gofal Cymdeithasol, Gwaith Cymdeithasol neu AD, a phrofiad helaeth ar ôl cymhwyso.	Dyfarniad Addysgwyr/ Asesydd neu'n fodlon gweithio tuag at hyn neu'n debyg.	
<b>2. PROFIAD PERTHNASOL</b>	Profiad sylweddol o ddatblygu a hyfforddi, addysgu a datblygu staff ynghyd â chymhwyster perthnasol, neu'r parodrwydd i weithio at gymwysterau perthnasol, e.e. Gwobr Athro Ymarfer, Gwobrau Aseswyr a Dilyswyr, a Gwobrau Hyfforddiant a Datblygiad.  Profiad o waith rhyngasiantaethol ac aml-ddisgyblaethol.	Gwobrau Aseswyr a Gwirwyr, a Gwobrau Hyfforddi a Datblygu cydnabyddedig.	
<b>3. GWYBODAETH A SGILIAU CYSYLLTIEDIG Â'R SWYDD</b>	Gwybodaeth o ddeddfwriaeth a materion allweddol sy'n effeithio ar Wasanaethau Cymdeithasol.		

	<p>Ymrwymiad i gyfle cyfartal a chyflawni amcanion corfforaethol. Yn gyfarwydd â strwythurau Gwasanaethau Cymdeithasol a chyrrff llywodraethu perthnasol.</p> <p>Gwybodaeth o Ddeddfwriaeth Allweddol o fewn Addysg a Gwasanaethau Plant a pharodrwydd i ddatblygu a chael dealltwriaeth sylweddol o ddeddfwriaeth allweddol a gyrwyr gwleidyddol ar gyfer y maes gwasanaeth hwn.</p> <p>Lefel uchel o allu dadansoddol.</p> <p>Dealltwriaeth o sut gall technoleg ddigidol hyrwyddo ymgysylltiad.</p>		
<p><b>4. NODWEDDION PERSONOL</b></p>	<p>Mae sgiliau cyfathrebu rhagorol, yn ysgrifenedig ac ar lafar, yn hanfodol; yn enwedig y gallu i drafod ar bob lefel ac ysgogi pobl i gydweithio ar fentrau ar y cyd.</p> <p>Y gallu i ddechrau a chwblhau rhaglenni gwaith niferus a chymhleth, yn cynnwys mewn cyd-destun aml-asiantaethol.</p> <p>Mae sgiliau cyfathrebu rhagorol, ysgrifenedig a llafar, yn hanfodol, yn benodol y gallu i drafod ar bob lefel ac ysgogi pobl i gydweithio ar fentrau ar y cyd.</p> <p>Gallu hwyluso grwpiau, cadeirio cyfarfodydd,</p>		



	gweithio fel aelod o dîm ac asesu unigolion.		
<b>5. GOFYNION ERAILL</b>	Empathi tuag at y Gymraeg a diwylliant Cymru.	Rhugl yn y Gymraeg.	

## DENBIGHSHIRE COUNTY COUNCIL JOB DESCRIPTION

<b>Job Title:</b>	<b>Workforce Development Officer</b>
<b>Grade:</b>	<b>9</b>
<b>Service:</b>	<b>Adult Social Care &amp; Homelessness Service</b>
<b>Service Area:</b>	<b>Workforce Development Team</b>
<b>Responsible to:</b>	<b>Deputy Team Manager Workforce Development</b>
<b>Job ID Number / Date Issued:</b>	<b>ID 04366</b>

### Job Purpose

To co-ordinate, develop, deliver and evaluate a range of whole sector social care learning and development opportunities across staff in Community Support Services (Adults) and Education & Children's Services. As part of the overall comprehensive staff development and training service to employees at all levels of the Social Services Department, in line with corporate and departmental development & training objectives. To develop effective interagency, multidisciplinary and whole sector relationships and initiatives in order to help meet these objectives.

Support the Workforce Development Unit's wider activities by Participating in other programmes and training as required and to promote and represent the work of the Service with all partner agencies.

### Principal Accountabilities and Responsibilities

- 2.1 Initiate, devise and implement appropriate developmental strategies to meet identified needs. Take responsibility for training and development of practitioners in their specialist area, e.g. in adult or children's services.
- 2.2 Interpret and advise managers and staff on the implications of relevant policy and practice, Government Legislation, Regulations, Guidance, National Assembly Circulars and Directives e.g. Social Care Wales Occupational Standards and Codes of Professional Practice for Social Care Workers. To be able to lead, advise and make recommendations to managers and staff when identifying their development needs, in order to meet the strategic objectives of the department.
- 2.3 Lead in initiating, promoting, co-ordinating and managing of key departmental and inter-agency strategic planning and commissioning processes within the Social Care Workforce Development Programme. This is to ensure the County Council and other Statutory and Voluntary Agencies and Health Authorities fully understand their legal and statutory obligations and agreed strategic objectives, and subsequent training implications, in respect of policy, planning and service developments and the need to meet these within specific time scales. E.g. Post Qualifying Training, Social Work & Occupational Therapy trainees, career pathways
- 2.4 Take lead responsibility in managing in complex and statutory area of specialist practice, e.g. Approved Mental Health Practitioner, Safeguarding, National

Vocational Qualification, Practice Educating, Post Qualification Awards, Joint investigation and Achieving Best Evidence, Social Care and Health & Safety training.

- 2.5 Lead, plan, co-ordinate, chair and participate in in key meetings and working groups within the Directorate, as well as in multi-agency National and UK-wide groups, so as to actively influence and participate in their development, and promote consistent service development and practice in line with agreed policies and strategic objectives for training and development. To ensure the cascade of relevant information to Denbighshire Social Services Department.
- 2.6 As part of the Workforce Team, conduct training needs analysis in order to plan, design, organise, manage and deliver a full range of workforce development training programmes, from induction to more specialist training, to meet individual, team, departmental and organisational identified needs. Undertake systematic evaluation of all programmes against prescribed learning outcomes and performance measures, including specific national targets contained within related guidance e.g Social Care Wales Social Work Plan, A Healthier Wales: Workforce Strategy for Health & Social Care and the Anti-racist Action Plan.
- 2.7 Identify and commission external training consultants to meet identified workforce development needs. Issue contractual specifications on behalf of the Social Services Department to meet identified learning and training needs. Monitor and evaluate commissioned training programmes/courses against agreed learning outcomes.
- 2.8 Take lead responsibility within specialist areas of practice, for identifying sources of Government funding, and submitting formal bids to access monies, within specified criteria. Take responsibility for monitoring, evaluating and accounting for the use of grants. Manage specific areas of the Department Training budget such as spending on training courses.
- 2.9 Manage the Department's arrangements for ensuring that all assessment processes and quality assurance procedures are in accordance with national regulations, and that arrangements are put in place for any government changes to such regulations. This includes processes and procedures for the Social Work Degree, Practice Teaching, Post Qualifying and Advanced Awards in Social Work, Approved Social Work Training and National Vocational Qualifications. Support, enable and manage candidates' progress from selection through to assessment and qualification.
- 2.10 Co-ordinate and collaborate in joint initiatives with partner agencies (e.g. Police, Health and Education Authorities, Voluntary and Independent organisations) at a senior level. Work jointly to devise, organise, deliver and evaluate development programmes arising from multi-agency strategies, e.g. National Safeguarding Standards and Liberty Protection Safeguards
- 2.11 Lead research, planning and developments into specific learning and development projects.
- 2.12 Develop and draft corporate plans and policies, e.g. Social Care Workforce Development Plan, Qualification Framework, Workforce Development Strategy and

departmental training plans in order to formally identify service priorities, targets, strategies, standards and action plans.

- 2.13 Advise and make recommendations on the implementation of the Qualification Framework and Workforce Development Strategy. Influence and make recommendations on initiatives and policies to affect the positive recruitment and retention of staff.
- 2.14 Prepare written reports for senior management and elected members, both within and out with the department, and attend and present reports to Committees, in order to both inform and obtain approval on staff development plans, initiatives and related policy recommendations.
- 2.15 Act as Social Services representatives for the development and support of professional qualification routes, National Occupational Standards and Strategic Frameworks.
- 2.16 Maintain and provide awareness of equal opportunity issues, ensuring the highest standards of equal opportunities in relation to training, the preparation of training materials and training presentation, as well as within the workplace.

**Resources/Equipment/Material**

None

**Supervision/Management of People**

Provide supervision and work plans for dedicated support staff and provide support/guidance to other Workforce Development Officers in respect of the social work degree/practice assessor/mentor activity. Key Legislation and Government policy drivers.

**Knowledge, Skills, Training and Experience**

A degree or professional qualification at equivalent level, in social work or Social Care related field, or a recognised qualification in Workforce Development such as HR, along with significant experience in the social care field.

Ability to start and finish complex and multiple programmes of work including in a multi-agency context.

The ability to influence senior officers both within and outside the Directorate. And elected members about required changes in policy and practice.

Commitment to equal opportunities and Anti-Oppressive, Anti-Discrimatory practices to achieve corporate objectives.

Knowledge of social work/social care theory including policy initiatives and the relationship to practice.

Excellent communication skills both written and verbal, are essential particularly the ability to negotiate at all levels and motivates people to work together on joint initiatives.

Experience of interagency and multidisciplinary skills.

Substantial experience of staff training, learning and development or practice education, together with a relevant qualification, or willingness to work towards relevant qualifications,

Knowledge of legislation and key issues affecting the Social Care Workforce

Familiarity with Social Services structures and relevant governing bodies

Ability to facilitate groups, chair meetings and work well as part of a team

**Special Working Conditions**

None.

**Employment Checks/ Specific Requirements**

This appointment will be subject to Disclosure & Barring Service Check and satisfactory references.

If you need further clarification on DBS checks please contact HR Direct for advice

**Vision/Context**

The post is set within the context of the rules, legislation and requirements for the Social Care workforce recommended by Social Care Wales and Welsh Government.

These include, but are not limited to the Registration and Inspection of Social Care (Wales) Act 2016, The Social Services and Well-being (Wales) Act 2014, the Social Work Degree in Wales and the national Continued Professional Education & learning Framework. The Occupational Therapy Careers Development Framework in conjunction with Social Care Wales and the Royal College of Occupational Therapists which have all highlighted the agenda for improving standards of practice, training and registration in all areas of the social care workforce.

To achieve this there should be integrated and close working with both the Professional Lead for Social Work and Professional Lead for Occupational Therapy.

The priority for the Department is to ensure that all our employees and those working for us through contracted agencies are competent to deliver high quality services, ensuring the highest standards of anti-discriminatory practice. The Workforce Development Officer is an integral part of Denbighshire County Council's Workforce Development strategic planning.

There is a continued emphasis nationally on work-based assessment of competence, linking staff development programmes with National Standards. Standardisation, monitoring and

evaluation are an ever increasing part of Workforce Development Officers' roles and responsibilities.

Legislative demands place more emphasis on the need for multi-agency working and partnership projects in many areas of social care work. Thus, the Workforce Development Team's role is continually broadening, demanding a range of skills to interact effectively with diverse groups of professionals, often at a senior level.

## DENBIGHSHIRE COUNTY COUNCIL PERSON SPECIFICATION

The Person Specification sets out the skills, knowledge and experience that are considered to be necessary to carry out the duties of the post effectively. It will be used in the short-listing and interview process for this post. You should demonstrate on your application form how you meet these criteria as you will only be shortlisted if you meet all of the essential criteria (and desirable criteria where applicable).

<b>Post Title:</b>	Workforce Development Officer		
<b>Service</b>	<b>Adult Social Care &amp; Homelessness Service</b>		
<b>Grade:</b>	<b>9</b>		
<u>CRITERIA</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>	<u>METHOD OF ASSESSMENT</u> Application Form / Interview / Presentation / References etc
<b>1. EDUCATION &amp; QUALIFICATIONS</b>	A degree or professional qualification at equivalent level, in a Social Care related field, Social Work or HR, with substantial post qualifying experience.	Practice Educator/ Assessor Award or willing to work toward this or similar.	
<b>2. RELEVANT EXPERIENCE</b>	<p>Experience of organisational development and training, learning and development together with a relevant qualification, or willingness to work towards relevant qualifications, e.g. Practice Educator Award, Assessors and Verifier Awards, and Training and Development Awards.</p> <p>Experience of interagency and multidisciplinary work.</p>	A recognised Assessors and Verifier Awards, and Training and Development Awards.	
<b>3. JOB RELATED KNOWLEDGE &amp; SKILLS</b>	<p>Knowledge of legislation and key issues affecting modern Social Services.</p> <p>Commitment to equal opportunities and</p>		

	<p>achieving corporate objectives. Familiarity with Social Services structures and relevant governing bodies.</p> <p>Knowledge of Key Legislation and National policy developments within Adults and Children's Services and a willingness to develop and gain significant insight to key legislative and political drivers for this service area.</p> <p>High level of analytical ability.</p> <p>An understanding of how digital technology can promote engagement.</p>		
<p><b>4. PERSONAL QUALITIES</b></p>	<p>Excellent communication skills, both written and verbal, are essential; particularly the ability to negotiate at all levels and motivates people to work together on joint initiatives.</p> <p>Ability to start and finish multiple programmes of work including in a multi-agency context.</p> <p>Excellent communication skills, both written and verbal are essential, particularly the ability to negotiate at all levels and motivate people to work together on joint initiatives.</p> <p>Ability to facilitate groups, chair meetings, works as a team member and assess individuals.</p>		



<b>5. OTHER REQUIREMENTS</b>	Empathy with the Welsh Language and Culture	Fluent in Welsh language	
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