



South Tyneside Council

BUSINESS AND RESOURCES

JOB DESCRIPTION

POST TITLE: Workforce Development Advisor

GRADE: Band 8

RESPONSIBLE TO: HR Advisory Services Manager

Overall Objectives of the Post:

To provide high quality, workforce development advice and support to enable the Council and South Tyneside Homes to achieve its corporate objectives and to support cultural change at all levels.

To provide appropriate workforce development interventions for the Council and South Tyneside Homes through the design, delivery and evaluation of training and working with external providers to ensure identified training needs are met.

Key Tasks of the Post:

- 1. To support the development of the Council and South Tyneside Homes' HR and Organisational Development Strategies. You will:**
 - Review, monitor and produce training plans.
 - Support managers to undertake workforce monitoring, analysis and succession planning and produce reports as required including external returns and surveys.
 - Co-ordinate, develop and deliver appropriate training for line managers and employees in respect to workforce development issues.
- 2. To take a proactive role in assisting services to implement training plans. You will:**
 - Develop, implement and evaluate targeted, innovative workforce development interventions to facilitate cultural change and service improvement.
 - Contribute to the maintenance and review of external quality accreditations.
 - Develop internal and external partnerships to ensure all workforce development activities are co-ordinated, bench marked, add value and help the Council and South Tyneside Homes to improve.
- 3. To develop and evaluate training programmes that meet the Council and South Tyneside Homes' needs. You will:**
 - Consult with Corporate Directors, Heads of Service and Managers on the training and development implications arising from strategic initiatives, legislative changes and the implementation of shared workstreams.
 - Ensure that identified training needs are planned and resourced accordingly within appropriate timescales to meet Council and South Tyneside Homes priorities.

- Review annually the training and development requirements highlighting priorities for the coming year.
 - Assist the Senior HR Manager in the management of the training budget by ensuring that appropriate reporting and monitoring mechanisms are in place
4. *To develop and deliver a comprehensive programme of employee training and development. You will:*
- Support managers and supervisors to identify training and development needs for all staff on an individual and group basis.
 - Advise managers and staff on appropriate solutions available to meet identified development needs.
 - Design, organise, deliver and facilitate training events where appropriate.
 - Advise individual employees on development needs and provide support where appropriate.
 - Identify suitable external providers and monitoring and evaluating supplier agreements and contracts.
 - Evaluate training and development solutions in order to ensure quality, effectiveness and value for money.
5. *To increase opportunities for the Council, schools and South Tyneside Homes to promote and deliver apprenticeships which maximise levy spend to support the development of the workforce. You will:*
- Work closely with the Council, schools and South Tyneside Homes to encourage investment in apprenticeships which will support workforce planning and resourcing and service delivery.
 - Lead on specific projects and initiatives aimed at maximising the take-up of apprenticeships across the workforce.
 - Lead on the development of procedures and protocols to ensure consistency of approach across the Council, schools and South Tyneside Homes and to simplify the apprenticeship take up process.
 - Manage the operational aspects of the procurement process and associated procedures to ensure compliance with the Council's Procurement Regulations.
 - Be responsible for the management of the Council's Apprenticeship Levy Account to ensure all monies are drawn down accurately and in a timely manner.
6. *To take a lead on workforce development related projects such as 'Kickstart', Traineeships, Work Placements and Internships.*
7. *To ensure that equality, diversity and inclusion are promoted and considered in all aspects of the Workforce Development Team's responsibilities.*
8. *To report and provide advice to Committees, Consultative Forums and formal meetings and working groups as required to support workforce development across the Council, schools and South Tyneside Homes.*
9. *To network, develop and maintain productive and rewarding working relationships both internally and externally with partners, stakeholders and outside organisations to share best practice, improve service delivery raise the profile of the both organisations.*

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: JY/KDS

Date: 20/11/20