



# South Tyneside Council

## CHILDREN, ADULTS AND HEALTH

### PERSON SPECIFICATION

**POST TITLE:** Learning Works Officer

**GRADE:** Band 5

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Educational Attainment</b>	<ul style="list-style-type: none"> <li>Relevant professional qualification and/or demonstrable equivalent experience</li> </ul>	<ul style="list-style-type: none"> <li>Teaching qualification</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>Certificates</li> <li>Interview</li> </ul>
<b>Work Experience</b>	<ul style="list-style-type: none"> <li>Experience of working in a similar function or in supporting individuals to reach their aspirations</li> <li>Experience of working in a supportive manner with LDD adults</li> </ul>	<ul style="list-style-type: none"> <li>Experience of delivering accredited training</li> <li>Experience of delivering effective learning</li> <li>Experience of wide range of Learning delivery</li> <li>Experience of networking with multi-agencies</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>Interview</li> <li>References</li> </ul>
<b>Knowledge/ Skills/ Aptitudes</b>	<ul style="list-style-type: none"> <li>Ability to use active listening, observation and communication skills to build relationships with adults, their families, carers and informal support networks</li> <li>Strong interpersonal skills, with the ability to build effective relationships with businesses and partners to effectively challenge perceptions and promote engagement with the service</li> <li>You will be resourceful and able to work effectively on your own initiative and as a team member, contributing to the achievement of shared goals as well as individual targets</li> <li>Excellent decision-making skills with the ability to break down problems and deliver innovative solutions to deliver</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of relevant funding streams and opportunities to support individuals and employers to access and use new technologies to improve paid employment opportunities and modernise working practices.</li> <li>Evidence of good understanding of the National, regional and local employment and skills agenda for disability</li> </ul>	<ul style="list-style-type: none"> <li>Presentation</li> <li>Interview</li> <li>References</li> </ul>

	<p>identified outcomes</p> <ul style="list-style-type: none"> <li>• Understanding of key issues related to LDD adults, including health</li> <li>• Awareness of Safeguarding and Health and Safety as well as risk assessing</li> </ul>		
<b>Disposition</b>	<ul style="list-style-type: none"> <li>• A self-starter with the ability to work alone and as part of a team</li> <li>• Highly motivated towards cultural change and working for South Tyneside Council</li> <li>• Committed to working in line with Adult Social Care Values and Behaviour Framework - Moving Forward Together and our Joint Commitment to each other</li> <li>• Committed to promoting the social care profession in a growing range of contexts and maintain professionalism in the face of more challenging circumstances</li> <li>• Flexible approach to work</li> <li>• Ability to work calmly under pressure</li> <li>• Take responsibility for obtaining regular, effective supervision to ensure effective practice, reflection and career development</li> <li>• Maintain awareness of own professional limitations and knowledge gaps</li> </ul>		<ul style="list-style-type: none"> <li>• Interview</li> <li>• References</li> </ul>
<b>Circumstances</b>	<ul style="list-style-type: none"> <li>• Willingness to work outside of office hours when required</li> <li>• Full current driving license or access to a means of mobility support</li> <li>• Enhanced clearance from the Disclosure and Barring Service</li> </ul>		<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview</li> <li>• DBS check</li> </ul>