



Job Profile template

Employee

JOB TITLE:	Social Care Development Manager
GRADE:	POD
POST NO:	
JOB TIER:	
DBS CHECK:	Enhanced
DIRECTORATE:	Safeguarding, Partnership, Quality Assurance and Residential care
SERVICE:	Children's Services
REPORTING STRUCTURE	[refer to Appendix 1 for Org Chart]
Reports to:	Principal Social Worker
Direct Reports:	1
Indirect Reports:	

ROLE PURPOSE:

The social care development manager plays a pivotal role in supporting the learning and development of social care staff across Adult Social Care and Children's Services.

The role is supported by one part time Support and Commissioning Officer. It is expected that the post holder will provide leadership, advice and guidance to colleagues and managers across the service and manage the various pathways to social work programmes across social care, including social work apprenticeships, Step up to social work, ASYE and the effective support of practice educators and students.

The post holder will be responsible for the annual training plan across Children's Services and Adult Social Care to ensure our workforce have the training and skills to provide an outstanding service to our residents.

Job Description

1. Resident & Community Contribution

- To demonstrate understanding of the Council's *Customer Care Standards* and ensure that these standards are met in order to deliver the Council vision of 'putting our residents first'.

2. People Management

- The role will directly line manage up to five staff members providing supervision and oversight and all HR processes including professional development and monitoring.
- The role is expected to provide mentoring and support to colleagues across Adult Social Care and Children's Services, including students, newly qualified social workers and practice educators and team managers. This may include developing and delivering workshops and training sessions.
- The post holder is expected to provide advice and guidance to practice educators, managers and senior leaders in respect of support and assessment of learners.

- The post holder is expected to work self-sufficiently and be proactive in their work and request for support at point of need.

3. Operational Service Delivery

- Acting as the strategic lead between education providers and the Council and service areas to support learners and provide training opportunities.
- Delivering training, initiatives and policies which will improve outcomes for those in need of social care services, and their families/ carers, whilst making more effective use of resources.
- Contribute to a range of interagency and regional workforce development and ASYE forums.
- Embed the Knowledge and Skills Statements/post-qualifying standards across the ASYE programme and embed a career pathway that shapes current and future practice quality.
- Work with key staff across Children's Services and Adults Social care services to establish the professional development needs of the children's and adults workforce and lead on the development and implementation of professional development solutions to meet this need.
- Manage the ASYE programme, including coordinating the Internal & external moderation of ASYE, ensuring Skills for Care requirements are met and NQSW's have a good quality start to their careers.
- Manage the SW Apprenticeships and Step Up to Social Work programmes across Adult Social Care and Children's Services, ensuring a pipeline of Newly Qualified Social Workers into the Service.
- Provide across the LBH Social Care workforce an effective programme of development opportunities that enables the Council to meet its business objectives, including statutory and continuing professional development responsibilities, and attracts and retains the workforce.
- Ensure all outcomes and advice is in line with equality and diversity principles and supports the achievement of Council equality standards.

4. Service Planning & Development

- Ensure that an annual training plan, aligned with Service Plans across social care is developed, agreed and communicated to colleagues in a timely manner, and within budget.

5. Financial & Resource Management

- To take responsibility for the effective monitoring, management and review of the social care development budget.
- Provide timely advice and reports to the line manager in relation to all budgetary matters including variations and forecast fluctuation, identifying mitigating actions to prevent overspend. Aim to remove duplication and to streamline processes and thus ensuring good value for money.
- Where appropriate seek external funding and secure grant funding to extend training provision across social care
- Ensure all training is commissioned in line with LBH processes.

6. Service Improvement

- Ensure professional development activity is evaluated in terms of impact on workplace performance.
- Ensure regular analysis of training providers to ensure quality of training provision and best value for money.

7. Contacts

- Primary contact will be with other officers within the Council, including Principal Social Workers, Assistant Directors and other senior leaders to ensure the effective delivery and monitoring of the annual training programme.
- Represent the Council at key academic institutions, e.g. Brunel, Hertfordshire, Royal Holloway, London Metropolitan, The Open University and Bucks New University for the benefit of the Council. Establish and maintain positive working relationships, to create and maximise development opportunities for LBH social care staff.

- Represent Hillingdon at all forums, with Skills for Care, Department of Education the West London Alliance (WLA) and North-west London (NWL) partnership and, West London Social Work Teaching Partnership (WLSWTP) for the benefit of LBH. Establish and maintain positive working relationship, to design, develop and deliver cost effective development opportunities for LBH social care staff.
- Operate as the practice placement co-ordinator for Social Work and Occupational Therapy student placements, mentor trainee Practice Educators and support instances of placement breakdown.
- Work in collaboration with colleagues to ensure a seamless and effective training offer is provided within and across directorates.

8. Additional Responsibilities

- Complete any other reasonable tasks in order to fulfil role purpose.
- Deputise for Principal Social Workers as appropriate.

This profile/JD is not intended to be an exhaustive list of duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of this role.

9. Key Performance Indicators

- Deliver against the service priorities
- Staff performance & productivity metrics
- Delivery of agreed PADA objectives and objective agreed during the year
- Deliver the role and practice in line with the Social Work England requirements and any other regulatory functions
- Any other specific and mutually agreed KPIs

Person Specification

This person specification will be used for recruitment to this vacancy in LBH. It will form the basis of the application form, and candidates will be also assessed against aspects of this person specification at interview.

1. QUALIFICATIONS (list)	ESSENTIAL ✓	DESIRABLE ✓
Social work professional qualification	✓	
Practice Educator qualification	✓	
Experienced manager with a track record of achievement at management level in relevant services	✓	
Diploma/certificate in management		✓
2. STATUTORY or ROLE SPECIFIC REQUIREMENTS (describe)	ESSENTIAL ✓	DESIRABLE ✓
Registered with Social work England	✓	
Full driving license and use of car for work		✓
Enhanced DBS	✓	
Ability to work flexibly to meet the needs of the service	✓	
3. EXPERIENCE (describe)	ESSENTIAL ✓	DESIRABLE ✓
Minimum of 5 years post qualifying experience in either statutory adult or children's social care.	✓	
Minimum of 2 years experience supervising staff and/or leading teams.	✓	
Experienced practice educator	✓	
Experience in delivering learning, workshops and training	✓	

Experience in designing, commissioning and delivering development interventions for target audiences.	✓	
Experience of developing practice within own, and/or partner agencies	✓	
Experience of managing budgets, monitoring contracts and holding providers to account		✓
Experience of the full learning cycle and developing learning interventions that meet objectives and contribute to the overall success of the organisation	✓	
4. KNOWLEDGE & SKILLS (list)	ESSENTIAL ✓	DESIRABLE ✓
Excellent communication, negotiating and influencing skills	✓	
Competent user of ICT with ability to create and use databases and spreadsheets to create Management Information.	✓	
Demonstrable experience across children and/or adult social care.	✓	
Detailed knowledge of the legislative frameworks and statutory requirements relating to Children and adult social care and safeguarding.	✓	
Detailed knowledge of the legislative frameworks and statutory requirements relating to Ofsted & CQC requirements.		✓
Able to work collaboratively, persuasively and give authoritative credible advice to a wide range of senior stakeholders and partners.	✓	
Knowledge of adult learning styles.	✓	
Demonstrable experience and ability in setting priorities and working to tight deadlines	✓	
Demonstrable evidence of successful partnership working or service development at a local level	✓	
Ability to influence and persuade	✓	

Ability to work effectively in a multi-agency context, and maintain relationships with partners	✓	
Ability to develop and implement monitoring and quality assurance systems		✓

Our values	
Respect	<p>We appreciate what makes us different and include everyone.</p> <ul style="list-style-type: none"> • We recognise that we all have unique talents, skills and experiences. • We provide a professional service to our residents and colleagues and lead by example. • We celebrate diversity and ensure our working practices are inclusive.
Collaborative	<p>We believe in the power of working together.</p> <ul style="list-style-type: none"> • We work collaboratively as one council. • We promote creativity and innovation to improve outcomes for all. • We recognise the strength of sharing knowledge and experience.
Efficient	<p>We deliver the best possible outcome by carefully managing our resources.</p> <ul style="list-style-type: none"> • We are empowered to deliver the most efficient outcome. • We harness new technology and tools to deliver our services efficiently. • We look after our finances and maximise value for money for residents.
Integrity	<p>There is no gap between what we say and do.</p> <ul style="list-style-type: none"> • We choose what is right over what is easy. • We trust and support each other to get the job done. • We are responsible and accountable for our actions, both good and bad.
Open and honest	<p>We are transparent in the actions and decisions we take.</p> <ul style="list-style-type: none"> • We provide a safe space to have truthful discussions in a positive way. • We encourage constructive feedback without fear of judgement.

Appendix 1

Organisational Chart

[insert Organisational Chart if available]