



Role Profile

Workforce Development Officer			
Reference No:	A5760		
Service:	Human Resources		
Job Family:	Human Resources/Learning/OD	Grade:	FC6

Purpose
To undertake digital, financial and administrative activities that contribute to workforce planning and development across services.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Contribute to the development and maintenance of effective digital, financial and administrative systems for the co-ordination of workforce development activity.	Educated to SCQF level 7, which includes HNC or Advanced Highers or equivalent	✓	
Liaise with internal colleagues and external stakeholders to collate relevant statistical information, deal with budgetary enquiries, contribute to learning and development co-ordination	Understanding of relevant, policies and procedures within operational services to undertake role		✓
	Experience of collaborating with others, including external stakeholders	✓	
	Active listening/communication skills	✓	
Contribute to the monitoring and maintenance of financial spreadsheets and alignment with general ledger accounts	Experience of creating and working with financial systems and spreadsheets	✓	

E = Essential Criteria D = Desirable Criteria

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	Experience for working collaboratively with finance colleagues		✓
Provide statistical and other data as required for internal and external stakeholders	Experience of gathering, cleansing, interpreting and analysing data to provide statistical information	✓	
Prepare for and undertake Oracle Release Testing, feeding back any issues to the SME The development and maintenance of Oracle Learning Reports using OTBI and Power Bi.	Experience of working with Oracle learning, Power BI or similar digital systems		✓
Manage delegated workload to meet organisational and individual deadlines.	Time management skills and priority identification to deliver work to tight deadlines	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required
Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

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Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours

Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.

Please refer to How We Work Matters Guidance to learn more.

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