



# Role Profile

## LEARNING AND DEVELOPMENT OFFICER

Reference No.	I263.01	Type	Individual
Service	Education & Children's Services		
Job Family	Professional	Grade	FC8

### Purpose

The main focus of this post is to support the work of the Workforce Development Group.

To increase the level of relevant skills and knowledge of both Child Protection and Getting it Right for Every Child across the multi-agency workforce in Fife, through provision of training and learning support.

<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b> - Criteria can apply to more than one task or responsibility	<b>E</b>	<b>D</b>
Planning, researching, designing and delivering training, learning programmes and eLearning packages, to meet operational services skills development.	<p>Educated to SCQF level 8 in a relevant field. Relevant experience of training in the field of public protection</p> <p>Knowledge of learning styles including eLearning and blended learning objects using PowerPoint, software packages and online media (Embrace technology and information - See 'How we Work Matters' Framework)</p> <p>Experience of designing training using relevant legislation, policies, procedures, evidence and theories</p>	<p>✓</p> <p>✓</p>	<p></p> <p>✓</p>
Contributing to the CP/GIR Working Group Training Plan by making recommendations based on action research.	Knowledge of policy and legislation in relation to Child Protection and GIRFEC (Take ownership)	✓	

E = Essential Criteria D = Desirable Criteria

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Ensuring consistency across multi-agency CP/GIR training in Fife, including co-ordination of single agency representation.	Experience of preparing information for dissemination and delivering high quality reports to a range of stakeholders  Time management skills and priority identification to deliver work to tight deadlines  Experience of delivering results through a matrix management arrangement	✓  ✓	✓
Ensuring all training reflects the national training framework and local and national drivers and legislation.	Negotiating and influencing skills	✓	
Implementing and reviewing appropriate systems and methods for training needs analysis, including Best Value recommendations to stakeholders.	Experience of developing learning needs analysis	✓	
Presenting/Monitoring budget and cost implications and making recommendations on costs, people failing to attend and the possible recharge to the partners.	Experience of budget management and implications	✓	
Working with all partners to embed robust training and learning opportunities e.g. Child Protection training, the National Practice Model of Getting it Right for Every Child, promoting appropriate levels of competency, keep accurate training records, deal with employee enquiries and increase understanding of a range of Child Protection and GIRFEC issues.	Up-to-date Continuous Professional Development record and understanding of legislation and directives impacting on operational services	✓	
Representing the multi-agency forum at local and national meetings where required.	Experience of supporting and advising internal and external stakeholders  Experience of analysing complex information from a range of sources and make appropriate recommendations to working groups	✓	✓
Disseminating information widely to relevant organisations using a range of media.	Knowledge and experience of the training cycle, learning styles and relevant competency frameworks	✓	

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Preparing and presenting reports to the CP/GIR Workforce Development Group and other relevant multi-agency strategic groups.	Motivational and leadership skills  Experience of providing a regular and effective data management service to stakeholders (Working together)	✓  ✓	
Supporting and co-ordinating multi-agency initiatives.	Experience of negotiating with external providers to deliver appropriate and relevant learning inputs on behalf of working groups (Deliver results)	✓	
Supporting the monitoring and evaluation of the CP/GIR Workforce Development Group strategy and work plan.	Experience of creating and maintaining effective internal and external networks within the field of child protection learning and development(Focus on customers)	✓	
Maintaining and reviewing effectiveness of systems to collect performance management data, ensuring relevant data is collected, analysed, disseminated as per governance arrangements.	Experience of participating and contributing to the work of working groups and project groups  Communication skills  Knowledge of key stakeholders within the Fife child protection network	✓  ✓	✓
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

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Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:				
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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required				
Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input checked="" type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

Additional Information – the following information is available:
<ul style="list-style-type: none"> <li>• Skills Framework (if applicable)</li> <li>• <b>How</b> we work matters</li> </ul>

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:
<ul style="list-style-type: none"> <li>• Take Ownership</li> <li>• Focus on Customers</li> <li>• Work Together</li> <li>• Embrace Technology &amp; Information</li> <li>• Deliver Results</li> </ul>