

WORKFORCE DEVELOPMENT ADVISER			
Reference No.	I116.01	Type	Individual
Service	Human Resources		
Job Family	Professional 1	Grade	FC7

Purpose
To undertake activities aimed at promoting workforce planning and development across Directorates, including direct training, coaching, mentoring, and qualification delivery and associated activities to support delivery of the service action plans. To advise managers and staff in relation to workforce planning and development and provide management information as appropriate.

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
Planning, researching, designing and delivering training, learning programmes and eLearning packages, to meet operational services skills development and qualification requirements in support of service Workforce Action Plans.	<p>Ability to design training using relevant legislation, policies, procedures and theories</p> <p>Experience of delivering training, coaching and mentoring to groups and individuals (Take ownership - See 'How We Work Matters' Framework)</p> <p>Ability to create eLearning and blended learning objects using PowerPoint, software packages and online media</p> <p>Experience of delivering accredited learning programmes</p> <p>Experience of contributing to learning needs analyses</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p></p> <p>✓</p>	<p></p> <p></p> <p></p> <p>✓</p> <p></p>

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<p>Supporting the learning of individuals and stakeholders by contributing to the direct delivery of qualifications and the planning design and direct delivery of a range of workforce planning and development interventions such as coaching, mentoring, shadowing, assessment, verification and upskilling programmes.</p>	<p>Understanding of relevant legislation, policies and procedures within operational services and ability to advise managers and staff</p> <p>Relevant professional qualification recognised by the SSSC for the purpose of professional registration at SCQF Level 7 or above</p> <p>Qualification in assessing or verifying within the relevant subject area</p> <p>Where required, registration or membership of relevant professional body</p> <p>Up-to-date Continuous Professional Development record and understanding of legislation and directives impacting on operational services</p> <p>IT skills to deliver eLearning packages. (Embrace technology and information)</p> <p>Knowledge and experience of the training cycle, learning styles and relevant competency frameworks</p>	<p>✓</p> <p>✓</p> <p></p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p></p> <p></p> <p>✓</p> <p></p> <p></p> <p></p> <p></p>
<p>Contributing to the maintenance and development of effective systems for the co-ordination and recording of training activity including those relating to individual learner records and the evaluation of learning and development activities.</p>	<p>Analytical skills in interpreting individual and aggregated learner data drawn from a range of sources</p> <p>Experience of contributing to learning needs analysis</p> <p>Ability to deliver reports, papers and oral presentations</p>	<p></p> <p>✓</p> <p>✓</p>	<p>✓</p> <p></p> <p></p>

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Managing delegated workload to meet organisational and individual deadlines, whilst maintaining a high quality service to stakeholders.	Time management skills and priority identification to deliver work to tight deadlines (Deliver results) Excellent active listening/communication skills Understanding of best value and budgetary management and monitoring processes	✓ ✓	✓
Liaising with internal and external stakeholders to deliver best value learning solutions to meet operational need.	Negotiating, influencing and emotional intelligence skills with individual learners and internal and external stakeholders (Work together)	✓	
Representing the Workforce Planning and Development Section on external bodies and fora including the Scottish Network of Internal Verifiers, SQA Working Groups and Social Work Service working groups as appropriate.	Ability to participate and contribute to the work of working groups and project groups (Focus on customers) Ability to provide a regular and effective service	✓ ✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

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"> • Skills Framework (if applicable) • How we work matters

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"> • Take Ownership • Focus on Customers • Work Together • Embrace Technology & Information • Deliver Results