

Job Description



This job description may be amended from time to time dependent on job requirements and Service provision.

Section A

Post Title: Senior Workforce Development Adviser

Location: Hybrid/Teith House

Reports to post (Title): Service Manager - Workforce Planning and Organisational Development

Service: Workforce Planning & Organisational Development, People & Community Wellbeing

Grade: JE12

Eval Ref: 3685

Date: August 2023

Section B

Organisational Relationship



- The post-holder will report to the Service Manager - Workforce Planning and Organisational Development. The post-holder is part of the Workforce Planning and Organisational Development team working in collaboration with operational staff and managers.

Section C

Principal Purpose and Objectives

This section lists the main (headline) responsibilities/accountabilities of the job.

The primary purpose of this post is to plan, manage and coordinate delivery of an effective workforce development function for a specific range of services within Stirling Council. The postholder will also have responsibility for a key strategic theme which cuts across the whole Council.

The main objectives of the role are:

People Management

To provide effective leadership and management to a Workforce Development Coordinator, and to a small team of SVQ Coordinators (in the case of the Workforce Development Coordinator who covers Health and Social Care, Children and Family Services and other people related services). To translate the strategic vision for the WP&OD service, the wider People & Community Wellbeing Service, and Stirling Council as a whole into deliverable goals which will guide the work of this team.. Also to operate as a Corporate role model for best practice in Leadership and Management principles and practice across the Council.

Operational

To plan and manage Workforce Development activities within the specific allocated service remit under the guidance of the Service Manager. To plan, design, procure, deliver, coordinate and evaluate workforce development programmes to meet the needs of services and the wider Council and Corporate Agenda. To operate as part of the HR and WP&OD senior team, contributing to plans and driving forward key objectives.

Strategic

To contribute to the strategic approach to Workforce Planning & Organisational Development at Stirling Council, understanding the strategic goals and objectives of the Council and leading on workforce development activities which support the achievement of this. To be responsible for a strategic theme critical to achieving Council strategic goals.

General

To be responsible for the planning and management of a budget to deliver the Workforce Development Plan for those services within the remit, and to procure goods and services within the same. To carry out such functions as generally required of a someone in a lead corporate role including budget and resource management, effective management of relationships, ensuring the Councils compliance with governance, legislative and regulatory requirements such as Data Protection legislation, Standing Orders and The Council's scheme of delegation.

Section D

Main Duties and Responsibilities

This section provides detail of the main responsibilities/accountabilities. Individual tasks may be included. Note these are illustrative only and are not exhaustive.

People Management

- Lead and manage a small number of employees and to direct the work of those employees in delivering the Workforce Development Plan for service areas within the remit.
- Lead the team in terms of professional development.
- Monitor performance, prioritise work and review performance.
- Be a corporate role model in relation to excellence in people management practices.
- Establish a quality assurance and improvement programme for the teams.
- Manage additional resources as required such as consultants, seconded staff, project teams and contract management of external suppliers.
- Act as a role model to employees and be able to transfer learning and expertise from different environments to meet new challenges.
- Ensure the Healthy and Safety of employees in the team and for colleagues across the Council, undertaking risk assessments and delivering improvements where appropriate.

Operational

- Under the guidance of the Service Manager lead, plan, monitor and evaluate workforce development activity across the service areas within the remit.
- The scope of workforce development plans includes statutory and mandatory learning, qualifications and certification, as well as addressing both current and future skills gaps operationally and strategically.
- Coach, support and mentor managers to develop skills in the leadership, management and development of staff.
- As the 'face' of workforce planning & organisational development for the services within remit, develop effective strategic and operational relationships with management teams, build credibility and work in close partnership to analyse, identify and plan workforce needs in terms of roles, capacity, structures and skills

- Design and deliver workforce development interventions using a range of learning methods including face to face training and workshops and online learning tools.
- Support management teams on workforce planning activity, including taking a lead role in organisation design and restructure activities and recruitment campaigns, in close collaboration with relevant colleagues across HR Business Partnering and Workforce Planning & Organisational Development.
- Review, monitor and evaluate the impact of workforce development activity and their contribution to the achievement of Service and Corporate goals and objectives, always striving for continuous improvement
- Keep abreast of developments in workforce planning & organisational development, sharing this learning across the WP&OD team
- Be a positive and active senior member of the WP&OD team, supporting and assisting colleagues as required.
- Provide support to the system of professional development planning to assess, monitor and evaluate individual and organisational learning needs and capabilities.
- Ensure that the workforce development team maintain effective records of activity and prepare high quality reports.
- Carry out any other duties appropriate to the grade and function of the post.
- Contribute to organisational and job design activity, including as a member of the Job Evaluation panel.

Strategic

- To lead on a key area of strategic focus (examples include Employee Experience, Community Capacity Building, Service Design, Management & Leadership, Equality & Diversity), creating strategic and operational level plans to support the Council's goals in this area.
- Support the development of people strategy for the Council, contributing knowledge and expertise to ensure that these strategies are relevant to the overall goals of the Council and are measureable and outcomes based.
- Support the development and monitoring of the WP&OD service performance indicators and work towards performance improvement.
- Take the lead on development of Council policy to support effective workforce planning & organisational development

General

- Develop and foster good working relationships with internal and external stakeholders, including service management teams, colleagues, Elected Members, and external partners.
- Procure goods and services in relation to workforce development, ensuring best value for money and adherence to Council policy and statutory requirements.
- Ensure the effective use of financial resources, managing the workforce development budget effectively and ensure compliance with Council Standing Orders.
- Ensure that all record keeping and data storage practices comply with Council policy and with GDPR and Data protection legislation, contributing to risk assessment and plans around these.

Section E

Responsibility for Physical Assets, Data and Finance

This section details responsibility for **physical assets**, e.g. vehicles, buildings, stock control/procurement, **data**, e.g. computers, record keeping, **finance** e.g. budget

- Handling/processing information of an extremely confidential and sensitive nature.
- As part of the wider WP&OD and HR teams, contribute to continuous development of HR systems and processes.
- Compliance with data protection and GDPR policies and legislation.
- Ensuring the accuracy of data when reporting, for internal forums, and to corporate and council meetings/committees.
- Managing a budget to deliver workforce planning & development activities, ensuring best value for money and quality of delivery.
- Responsible for the procurement of goods and services in line with Council's procurement policies and with standing orders.
- Responsible for ensuring that the team have access to the appropriate equipment and resources for their roles.

Section F

Communications Skills

This section notes examples of the individuals or organisations with whom the post holder will come into regular contact, and explains the nature of the communication and level of skill required by the post holder.

- The role requires highly developed interpersonal and communication skills to engage, build and maintain relationships with a range of stakeholders. Must be able to communicate fluently both verbally and in writing, and be able to present and translate highly complex information to a range of internal and external audiences. The post-holder should have the ability to influence and negotiate effectively, and quickly build credibility with colleagues, managers and service providers/suppliers alike.
- Pivotal to the role will be coaching and mentoring managers and staff, during which the post holder may be dealing with sensitive and confidential information.
- The post holder will regularly deal with a wide range of stakeholders, typically:

Internal: Service Managers, Team Leaders, Workforce Planning & Organisational Development colleagues, HR, Trades Unions Representatives, Elected Members, Senior Managers and colleagues across Council services.

External: Partner organisations, other Local Authorities, Consultants, Further and Higher Education providers, Professional Bodies, External Suppliers.

Section G

Mental Skills

This section details the level of problem solving, analysis, creativity, forward planning/scheduling required.

- Able to work highly autonomously under broad direction of the Service Manager for Workforce Planning & Organisational Development.
- Able to exercise sound judgment, creativity and tenacity, to support key initiatives and agendas across Workforce Planning & Development.
- Able to analyse complex and wide-ranging information to resolve issues, and develop action plans, reports and briefings, to deadline.
- Able to work for concentrated and focused periods of time
- Able to use discretion and judgment in dealing with confidential and sensitive matters.
- Able to articulate, promote and communicate effectively to a wide range of audiences.
- Able to demonstrate political awareness.
- Able to work effectively under pressure, exercise own initiative and respond positively to challenge.
- Able to demonstrate negotiating and influencing skills, able to influence team, customers, colleagues and suppliers
- Able to demonstrate negotiating and influencing skills, able to a range of stakeholders.
- Able to prioritise workload on a daily, weekly, monthly and annual basis.
- Able to be proactive, flexible and creative in approach to main duties and responsibilities
- Able to work to deadlines and liaise effectively with colleagues.
- Able to work to the standards as set by internal and external agencies.

Section H

Working Environment and Physical Effort

This section details the predominant physical environment of the job e.g.

Indoor/outdoor working, hazardous conditions, plus any specific physical effort. Any need for out of hours working will be noted.

- The post will be based on a hybrid working model with an estimated 3 days in office, however this may increase in line with business needs.
- Travel to locations across the Stirling Council area will be required.
- Able to deal with competing demands from all areas within the Council.
- Out of hours working may be required on an occasional basis, and flexibility is necessary to deliver required outputs against tight deadlines.
- Resilience is required to challenge current approaches in a supportive manner.

Section I

Knowledge and Skills

This section details the knowledge and skills including any qualifications, specific training or experience required.

Essential Criteria:

- Educated to SCQF level 10 in a relevant subject area with experience of coordinating and managing workforce development and/or OD provision.
- Chartered Member of CIPD
- Experience of managing a team of people to deliver successful results.
- An inspirational leader, able to lead not only their own team but to lead initiatives at a corporate level across the council
- Ability to effectively manage budgets, ensuring best value in all budget spend.
- Experience in the planning, design, delivery and evaluation of workforce development activity
- Highly developed skills in data and information analysis, and the ability to use data to inform sound decision making
- Demonstrable understanding of workforce development interventions, including diagnostic tools and techniques and an ability to use best practice methods
- A sound understanding of digital tools, a confident digital user and a curiosity to explore the opportunities digital solutions can bring to the team and the organisation
- Open to new ideas and innovative ways of working through research, analytical and critical thinking skills
- Credibility as an internal consultant and an ability to successfully lead and inspire others
- Self-awareness and emotional intelligence
- A proven ability to engage, motivate and influence at all levels across the Council and with partner organisations
- Facilitation, mentoring and coaching skills that are effective with senior colleagues as well as employees across all levels of the Council and partner organisations
- Effective project management skills, with an ability to lead and manage a number of varied projects at one time

- Ability to exercise sound judgement, creativity and tenacity to drive and support the Council's Workforce Planning & Organisational Development agenda

Desirable Criteria:

- Knowledge of the key challenges and opportunities facing the public sector both now and in the future