

# Job Description

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

## Section A

**Post Title: Workforce Development Adviser**

**Location: Hybrid/Teith House**

**Reports to post (Title): Senior Workforce Development Adviser**

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

**Grade: JE09**

**Eval Ref: 3686**

**Date: August 2023**

## Section B

### Organisational Relationship



- The post-holder will report to the Senior Workforce Development Adviser. 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 work with services within the allocated remit to plan and develop a comprehensive learning and development programme to meet the current and future needs of the services.
- The post holder will:
  - Carry out effective learning needs analyses for the workforce within the remit, establishing current and future skills gaps.
  - Plan and coordinate a comprehensive learning & development programme to meet learning needs as established by learning needs analysis activity.
  - Operate within the Workforce Planning & Organisational Development team, working to help achieve the overall objectives of the service.
  - Ensure effective recording and reporting of learning and development activity, for compliance and workforce planning purposes.

## 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.

- As directed by the Senior Workforce Planning Adviser, work with services within the remit to conduct comprehensive and ongoing Learning Needs Analyses (LNA) of the workforce. The scope of the LNA's will include compliance related learning needs as well as addressing wider skills and competency gaps to support the service and overall Council in meeting goals and objectives.
- Plan and coordinate effective and high quality learning and development activities, including formal qualifications, to meet needs as outlined in the LNA's.
- Design and deliver learning interventions to meet the needs of the workforce, where appropriate.
- Procure specialist learning & development services, ensuring best value and in accordance with Council policy and Standing Orders.
- Collaborate with management teams to ensure learning & development activities are planned in a way that meet the operational needs of the services, in terms of locations, learning methods and course times.
- Effectively promote learning and development opportunities across the services within remit.
- Maintain effective records of learning activity and other information as required for performance reporting, and to contribute to the preparation of reports on the same.
- Provide support for workforce planning activity, including the support of organisation design and restructure activities and recruitment campaigns, with relevant colleagues across HR Business Partnering and Workforce Planning & Organisational Development.
- Contribute to the evaluation of learning & development activities.
- Support the development and maintenance of effective and efficient processes in relation to learning & development, including course booking processes.
- Support the maintenance and development of HR systems, ensuring effective and efficient workflows and accurate data.

- Support the design and development of eLearning and other digital learning materials
- Carry out any other duties appropriate to the grade and function of the post.

## 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 of employee data in relation to learning & development records.
- Ensuring information and data held on systems is appropriately maintained, in line with agreed standards, and available as required by managers.
- Responsible for ensuring the accuracy of data to be used in reporting.
- Purchase to pay processes, ensuring prompt payment of invoices.
- Procuring goods and services related to the delivery of learning & development, as approved by the Senior Workforce Development Adviser.
- To ensure appropriate use and monitoring of team and shared resources, e.g. laptops, AV equipment.

## 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 well developed interpersonal and communication skills in order to engage stakeholders and to build and maintain relationships. Must be able to communicate fluently both verbally and in writing. The post holder should be able to influence and negotiate effectively, and quickly build credibility with managers and service providers/suppliers alike.
- The post holder will regularly deal with a wide range of stakeholders, typically:

**Internal:** Service Managers, Team Leaders, Workforce Planning & Organisational Development colleagues, HR, and colleagues across Council services.

**External:** Partner organisations, other Local Authorities, 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 autonomously at times under the direction of the Senior Workforce Development Adviser.
- Able to exercise sound judgment within the remit of the role.
- Able to work for focused periods of time while creating learning needs analyses and learning & development plans.
- Able to use discretion and judgment in dealing with confidential and sensitive matters.
- Able to articulate, promote and communicate effectively
- Able to exercise own initiative and respond positively to challenge.
- Able to establish and sustain positive relationships and partnerships that generate confidence, respect, credibility and trust, to achieve required outcomes.
- Able to demonstrate negotiating and influencing skills, able to influence a range of stakeholders.
- Able to prioritise workload on a daily, weekly and monthly 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 allocated Council services within the remit.
- Out of hours working may be required on an occasional basis, and flexibility is necessary to deliver required outputs against tight deadlines.

## 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 7 in a relevant subject area and experience in learning needs analysis and learning & development planning.
- Associate Membership of CIPD.
- Experience of planning and coordinating learning & development activities, with sound organisational skills.
- Some experience in design and delivery learning & development activities using a range of learning methods, including face to face training and online learning tools.
- Able to develop and continuously improve essential processes in relation to learning and development
- A sound understanding of Microsoft Office suite, confident digital user and a curiosity to explore the opportunities that digital can bring to the team and the organisation.
- Open to new ideas and innovative ways of working
- Credibility as a collaborative partner, working with services to establish effective plans.
- A proven ability to engage and motivate others
- Effective communication skills, both written and verbal.
- Ability to exercise sound judgement and decision-making, within the bounds of the role remit.

#### Desirable Criteria:

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