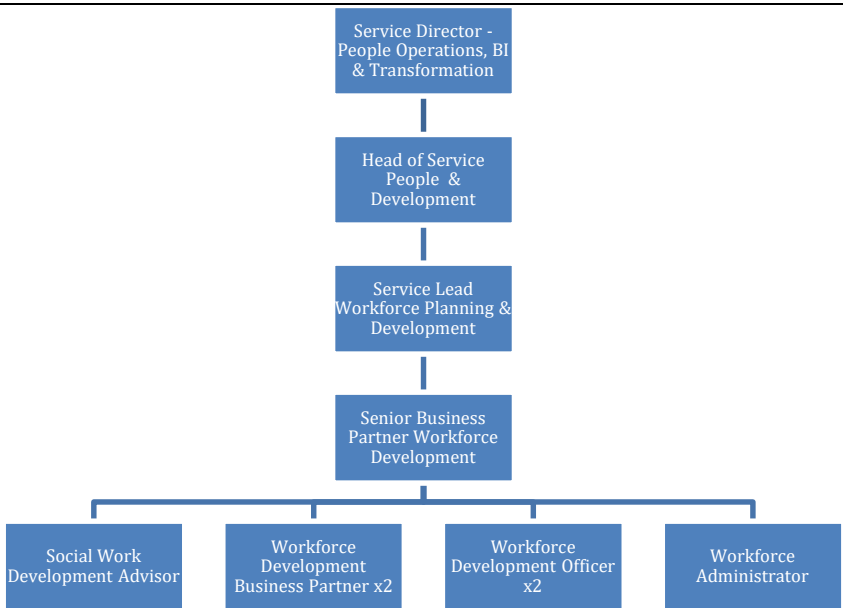


Job Description

Department:	Corporate Services
Division/Section:	People & Development
Job Title:	Workforce Development Officer
Post No:	
Grade:	8
Reports to:	Senior Business Partner Workforce Development
Organisation Chart: Show immediate manager and any jobs reporting to this post.	 <pre> graph TD SD[Service Director - People Operations, BI & Transformation] --> HSD[Head of Service People & Development] HSD --> SLD[Service Lead Workforce Planning & Development] SLD --> SBPD[Senior Business Partner Workforce Development] SBPD --> SWDA[Social Work Development Advisor] SBPD --> WDBP[Workforce Development Business Partner x2] SBPD --> WDO[Workforce Development Officer x2] SBPD --> WA[Workforce Administrator] </pre>
DBS Check applicable?	Basic <input type="checkbox"/> Standard <input type="checkbox"/> Enhanced <input type="checkbox"/> None <input checked="" type="checkbox"/>
	Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Line Management responsibility for:	No. of direct reports: 0 No. of indirect reports: 0
Size of budget:	None
Job Purpose:	<p>To provide high quality professional advice, training and support to managers and key stakeholders to enhance awareness and maximise adoption of workforce development as well as ensuring processes run smoothly and on time.</p> <p>To contribute to the promotion of PCC as an employer attractive to candidates and support the development/retention of colleagues by ensuring a positive experience for all through appropriate working practices.</p>

Main Duties and Responsibilities:

- **Raising awareness and adoption**

Provide workforce development expertise providing advice, training, and support through successful relationships across Peterborough City Council.

Understand how workforce development approaches have been adopted within the council, the existing levels of engagement with training and development and encourage uptake and awareness.

Support workforce development approaches and processes.

- **Design and delivery**

Deliver and support the workforce development activities, including defining and developing policies and practices.

Support on projects outside of workforce development (as required) to help deliver corporate objectives and strategy.

Resolve workforce development queries and escalate complex issues to appropriate SME.

Ensure digital training products contain accurate, current and relevant information that remain applicable to the organisation liaising with internal subject matter experts as appropriate.

- **Benchmarking, Monitoring, Performance, and review**

Provide internal data as requested, support identification and development of solutions and reports to support decision making.

Maintain and oversee learning systems including data input, and drive improvement throughout the business.

Understand what other organisations are doing in relation to workforce development to learn from current and newly emerging best practice including keeping up to date with the online training provider market and explore innovative solutions to delivering training to either support or replace face-to-face training.

- **Policy**

Support the co-ordination of developing workforce development policies and procedures that reflect future and existing employment legislation, uphold council values, minimise risk to the council and contribute fully to the council's objectives. This must take account of all relevant legislation including equalities, data protection, safeguarding of children and adults, HMRC requirements etc.

Support the development and implementation of specific policy, procedural and guidance materials, working in collaboration with colleagues across the council.

- **Equality and Diversity**

Champion equality, diversity, and inclusivity practices including contributing to the design and delivery of attraction strategies that have a strong focus on diversity and inclusion.

- **Line Management**

Provide peer to peer support to the team of workforce planning and development partners and officers to support personal development and career progression.

Provide administrative cover during absence periods.

Generic Responsibilities:	<p>To carry out all responsibilities regarding the Council’s Equalities Policy and Procedures and Customer Care Policy.</p> <p>To comply with all Health & Safety at work requirements as laid down by the employer.</p> <p>The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.</p>
Flexibility Clause:	<p>Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation’s other sections or departments. This will include cover during periods of absence to support the deliveries of the service.</p>
Variation Clause:	<p>This is a description of the job as outlined is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them, and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be completed by the appropriate manager in consultation with the postholder.</p> <p>In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to amend your job description following consultation.</p>

DATE:	30 Nov 2023	COMPLETED BY:	Finilised by Edward Morris-Jones
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