

**CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL  
JOB PROFILE**

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| <b>DEPARTMENT: Assets &amp; Facilities Management</b> | <b>SERVICE GROUP: Built Environment</b>                        |
| <b>POST TITLE: Workforce Development Officer</b>      | <b>REPORTS TO: Service &amp; Workforce Development Manager</b> |
| <b>GRADE: PO1</b>                                     | <b>SAP POSITION NUMBER :</b>                                   |

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the general work content of their post and the role they are to play in the organisation. The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

As a candidate you will be expected to demonstrate your ability to meet the special knowledge, experience and qualifications required for the role by providing evidence in the application form for the purpose of short listing. Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column of this section.

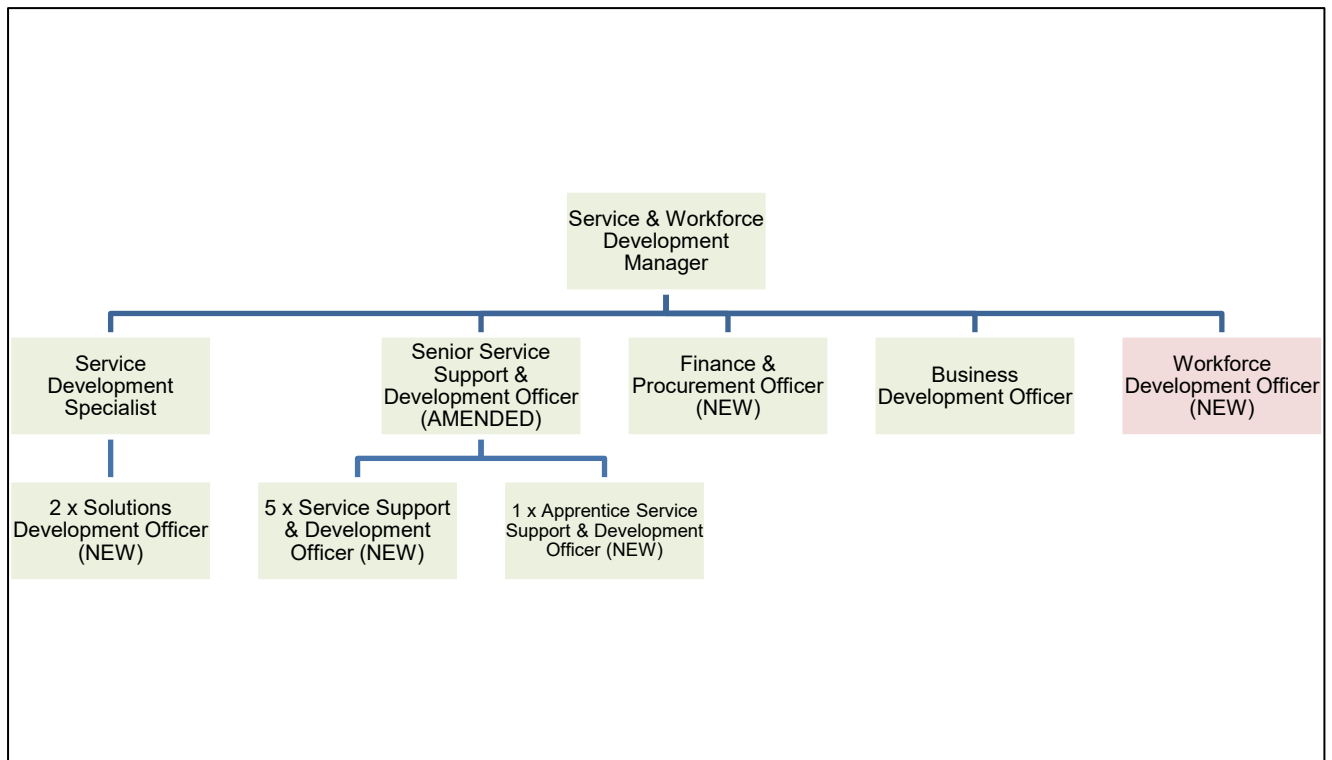
The employee competencies are the minimum standard of behaviour expected by the Council of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation.

Both sets of competencies will be used at interview stage and will not be used for short listing purposes.

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| <b>Key Purpose of Post:</b>  |
| <ol style="list-style-type: none"> <li>1. Identify and resolve training needs either through direct delivery or through the commissioning process</li> <li>2. To be responsible for the provision of an effective and professional learning resource, which facilitates continuous individual and organisational development change and improvement, to achieve objectives as required and directed</li> <li>3. To work with the Built Environment management team to develop and deliver a Learning &amp; Development Strategy, in line with legislative and service requirements,</li> </ol> |
| <b>Main Responsibilities of Post:</b>  |
| <ol style="list-style-type: none"> <li>1. Work collaboratively with other areas of the Council, other Service Groups, External Partners, Agencies and Customers to explore and enhance opportunities for service integration and/or shared services for improvement. To help deliver national and local priorities in a mixed economy.</li> <li>2. Promote the opportunities for training and professional development, in particular those specified within the Built Environment Learning &amp; Development Strategy 21-23</li> </ol>  |

3. To develop and promote the Council's approach to Equalities in terms of employment, service delivery and access to services.
4. Co-ordinate and evaluate the service's Apprenticeship programmes for both new and existing employees and provide support and mentoring throughout the apprentice's qualifications.
5. Develop and maintain effective relationships with the corporate Learning and Development Academy, corporate Workforce Development, apprenticeship training providers, End Point Assessment organisations and relevant professional bodies
6. Act as the service point of contact for the corporate Learning Management System, (currently Evolve. Support employees within the service with the functionality of the system and identify and resolve any system issues in co-ordination with the WFD service.
7. Support the continuous development of all Built Environment employees, including management development, through the delivery of Organisational Development within the service.
8. Support the development of all employees across the service through the identification of training needs, design, development, delivery and evaluation of high quality and relevant L&D activities for both face-to-face and web-based delivered (e-learning) programmes.
9. Provide support, advice and guidance to service managers on aspects of talent management such as needs analysis, recruitment and retention, succession planning and talent development.
10. Commission training programmes, qualifications and activities that are of high quality and reflect value for money, adhering to commissioning and procurement regulations as necessary
11. Provide management information and reporting to the service Management & Leadership Team, primarily through creating and analysing reports within the learning management system
12. Promote employee engagement across the service through the chairing of Staff Focus Groups and undertaking of employee interviews.
13. Maintain up-to-date specialist knowledge of Learning and Development best practice
14. Work alongside the Built Environment management team to deliver the service's Learning and Development Strategy and support the continuous improvement of the service's performance management culture
15. Undertake any other duties which are appropriate to the work of the service and are commensurate with the responsibility and level of the post.

**Structure:**



**Special Knowledge Requirement. Will be used for short listing.**

|   | <b>Essential</b> |
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| <b>Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column.</b>  |                  |
| Due to the Governments fluency in English Duty for posts where employees speak directly to members of the public the post holder is required to meet the Advanced Threshold level which will be implemented where the post requires a greater level of sensitive interaction with the public,( e.g. in children’s centres) – where the person is able to demonstrate that they can during the interview’s<br>a)can express themselves fluently and spontaneously , almost effortlessly<br>b)Only the requirement to explain difficult concepts simply hinders a natural smooth flow of language | x                |
| Carries out a variety of working practices, applies complex regulations, rules, procedures and processes across a technical/specialist area   | x                |
| Uses knowledge of Health, Safety and Environmental policies, procedures and regulations including risks in own area of work   |                  |
| Uses a range of complex IT packages relating to area of work  | x                |
| Ability to adopt a process of continual improvement and suggest ways of working more efficient and effectively to improve service delivery.   | x                |
| Knows and understands how to use, interpret, handle and communicate information   | x                |
| Able to read, understand and convey relevant information to individuals and groups  | x                |

**Competency Based Job Profile Workforce Development Officer**

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| Able to work with and share detailed information in writing, face to face and over the telephone.          | x |
| Monitor and evaluate own work so that appropriate standards are maintained                                 | x |
| Shares specialist knowledge with less experienced colleagues   | x |
| Selects the information from a wide range of sources which are most relevant to the issue being considered | x |
| Able to look at complex situations and identify issues   |   |

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| <b>Relevant experience requirement: Will be used for short listing</b>   |
| A minimum of 3 years' experience of working in either a construction / maintenance environment or within a learning and development capacity or able to demonstrate relevant experience of working at this level   |
| <b>Relevant professional qualifications requirement: Will be used for short listing</b>  |
| CIPD Level 5 in Learning and Development (or willing to work towards)  |
| <b>Core Employee competencies to be used at the interview stage.</b>   |
| <b>Carries Out Performance Management</b>  |
| Covers the employee's capacity to manage their workload and carry out a number of specific tasks accurately and to a high standard.  |
| <b>Communicates Effectively</b>  |
| Covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information/building relationships; giving advice and guidance; counselling, negotiating and persuading and handling private, confidential and sensitive information. |
| <b>Carries Out Effective Decision Making</b>   |
| Covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. It includes planning and organising, self effectiveness and any requirements to quality check work.  |
| <b>Undertakes Structured Problem Solving Activity</b>  |
| Covers a range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. It includes creative and critical thinking; developing practical solutions; applying problem solving strategies and managing interpersonal relationships.                |
| <b>Operates with Dignity and Respect</b>   |
| Covers promoting equality, treating all people fairly and with dignity and respect, maintains impartiality/fairness with all people, is aware of the barriers people face.   |
| <b>Working Conditions:</b>   |
| Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions.   |
| On occasions the post holder may be required to work evenings, weekends and bank holidays as required by the needs of the service.   |

**Special Conditions:**

You will be informed if there is a requirement for the post to have recruitment checks such as DBS, Warner Process.

**Compiled by:**  
**SW**

**Grade Assessment Date:**

**Post Grade:**

**Date: Sept 23**