


<b>Profile Title:</b>	Organisation and Workforce Development Advisor	 <b>BARNSLEY</b> Metropolitan Borough Council			
<b>Reports to:</b>	Organisation and Workforce Development Business Partner				
<b>Employee Management:</b>	None	<b>Grade:</b>	L1: 5 L2: 7	<b>Profile Ref:</b>	L1: 122786 L2: 122787
<b>Purpose of the Post</b>					
To support the provision of progressive, value added solutions to build organisation capability, skills, behaviours, culture and processes that drive organisational success and support the delivery of business objectives.					
<b>Responsibilities</b>					
<b><u>Level 1</u></b> <ul style="list-style-type: none"> <li>Support the effective delivery of strategies and plans working with elected members, senior officers, colleagues, partner organisations, external bodies, the community and the wider workforce.</li> <li>Provide up-to-date and accurate information, advice and guidance in relation to apprenticeships, organisation, workforce and member development.</li> <li>Lead on the co-ordination, planning and delivery of engagement events and training activities for the council, its elected members, the community and the private, voluntary and independent workforce, e.g. network events, employee engagement activities, training sessions, award ceremonies, peer reviews, external organisation visits.</li> <li>Assist with the development, delivery and evaluation of workforce and member development learning interventions.</li> <li>Devise, implement and operate effective systems, processes and business operations to support the continuous improvement and development of the service and to ensure the delivery of corporate priorities.</li> <li>Develop training needs analysis and workforce development plans.</li> <li>Produce, analyse and manipulate data and develop documentation for a wide range of audiences to provide updates on progress, highlight issues and risks and to inform decision making.</li> <li>Undertake project work as directed.</li> <li>Comply with all health and safety regulations, legal requirements, statutory requirements, standing orders and financial regulations of the council.</li> <li>Undertake any other duties commensurate with the grade as requested by management.</li> </ul> <b><u>Level 2</u></b> <ul style="list-style-type: none"> <li>Proactively liaise, negotiate, collaborate and consult with internal and external stakeholders to assist them to identify appropriate actions, interventions and programmes to meet business needs and achieve continuous improvement.</li> <li>Keep abreast of developments and best practice in order to provide professional advice, guidance and support to customers to ensure they comply with legislation, guidance, policies and procedures relating to apprenticeships, organisation, workforce and member development.</li> <li>Develop and implement policies, procedures and guidance, taking into account legislative requirements, regulation and good practice, ensuring they are in accordance with corporate objectives.</li> <li>Develop, deliver and evaluate briefing sessions and training and development activities on</li> </ul>					

apprenticeships, organisation, workforce and member development.

- Use research, data, insight and good practice frameworks to monitor the provision of apprenticeships, organisation, workforce and member development and to identify opportunities for change and improvement.
- Assist with the development of bids and the delivery of commercial activities to attract and maximise external funding.
- Undertake any other duties commensurate with the role as requested by management.

Education and Training	Measure	Rank
<b><u>Level 1</u></b> <ul style="list-style-type: none"> <li>• Level 4 diploma or equivalent in a related discipline.</li> <li>• Evidence of continuous professional development.</li> </ul>	A/C	E
	A/I	E
<b><u>Level 2</u></b> <ul style="list-style-type: none"> <li>• Level 4 diploma or equivalent in a related discipline.</li> <li>• Level 3 qualification in teaching / learning and development / training.</li> <li>• Level 5 certificate or equivalent in a related discipline.</li> <li>• Evidence of continuous professional development.</li> </ul>	A/C	E
	A/C	D
	A/C	D
	A/I	E
Relevant Experience	Measure	Rank
<b><u>Level 1</u></b> <ul style="list-style-type: none"> <li>• Significant experience of co-ordinating and supporting events and training activities.</li> <li>• Experience of working within an organisation, workforce or member development environment.</li> <li>• Experience of providing professional advice and guidance to different stakeholders.</li> <li>• Experience of undertaking research and producing, analysing and manipulating data to inform decision making and improvements.</li> <li>• Experience of devising, implementing and operating effective systems, processes and business operations to support development and continuous improvement.</li> <li>• Experience of working collaboratively with a range of stakeholders.</li> </ul>	A/I	E
	A/I	E
	A/I	E
	A/I	E
	A/I	E
	A/I	E
<b><u>Level 2</u></b> <ul style="list-style-type: none"> <li>• Significant experience of working within an organisation, workforce or member development environment.</li> <li>• Significant experience of developing, delivering and evaluating briefing sessions and training and development activities.</li> <li>• Experience of liaising, negotiating, consulting and working collaboratively with others to build productive working relationships to meet business needs and achieve continuous improvement..</li> <li>• Experience of producing documentation to provide updates on progress, highlight issues and risks and inform decision making</li> </ul>	A/I	E
	A/I	E
	A/I	E
	A/I	E

General and Special Knowledge	Measure	Rank
<p><b><u>Level 1</u></b></p> <ul style="list-style-type: none"> <li>• Good working knowledge of computer based systems including Microsoft applications.</li> <li>• Knowledge of engagement and consultation activities and techniques.</li> <li>• Knowledge of apprenticeships, organisation, workforce and / or member development initiatives.</li> <li>• Knowledge of the learning and development cycle.</li> <li>• Knowledge of local and national strategies, policies, theory and legislation relevant to the area of work, including emerging changes and issues.</li> <li>• Knowledge of the pressures facing local government and the council's long-term plans and vision for the borough.</li> <li>• Knowledge of good practice frameworks and how these can be used to support continuous improvement.</li> </ul>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
<p><b><u>Level 2</u></b></p> <ul style="list-style-type: none"> <li>• Considerable knowledge of apprenticeships, organisation, workforce and / or member development initiatives and how these can be used to improve service delivery.</li> <li>• Knowledge of local and national strategies, policies, theory and legislation relevant to the area of work, including emerging changes and issues.</li> <li>• Knowledge of tools and techniques to effectively engage and share information with others.</li> <li>• Knowledge of the pressures facing local government and the council's long-term plans and vision for the borough.</li> <li>• Knowledge of good practice frameworks and how these can be used to support continuous improvement.</li> </ul>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
Skills and Abilities	Measure	Rank
<p><b><u>Level 1</u></b></p> <ul style="list-style-type: none"> <li>• Ability to manage, organise, negotiate and coordinate the contribution of a range of services and agencies to help deliver a cohesive and effective programme of activity.</li> <li>• Ability to work with and build professional relationships with a wide range of people and organisations both internally and externally.</li> <li>• Ability to manage a challenging workload, working on own initiative to deal with conflicting priorities and to meet deadlines.</li> <li>• Well developed communication skills, with the ability to present information in a variety of formats to suit the situation and / or the audience which is accurate, clear, concise and easy to understand.</li> <li>• Consultation and negotiation skills to enable issues to be anticipated and effectively resolved.</li> </ul>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>

<ul style="list-style-type: none"> <li>Ability to manipulate data and present statistical information.</li> </ul>	A/I	E
<ul style="list-style-type: none"> <li>Ability to identify problems and identify options in order to provide effective solutions and support decision making.</li> </ul>	A/I	D
<b><u>Level 2</u></b>		
<ul style="list-style-type: none"> <li>High professional standards, including the ability to manage a challenging workload under pressure and to deadlines, using own initiative and demonstrating skills in work prioritisation, organisation and time management.</li> </ul>	A/I	E
<ul style="list-style-type: none"> <li>Ability to present and deliver information, briefings and / or training to a wide range of audiences in a way that is engaging and achieves the desired outcome.</li> </ul>	A/I	E
<ul style="list-style-type: none"> <li>Ability to compose well-structured, accurate and concise reports in order to inform decision making.</li> </ul>	A/I	E
<b>Additional Requirements</b>		
	Measure	Rank
<ul style="list-style-type: none"> <li>Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the council.</li> </ul>	A/I	E
<ul style="list-style-type: none"> <li>Willing to undertake training and continuous professional development in connection with the post.</li> </ul>	A/I	E
<ul style="list-style-type: none"> <li>Work in accordance with the council's visions, priorities, values and behaviours.</li> </ul>	I	E
<ul style="list-style-type: none"> <li>Able to undertake any travel in connection with the post.</li> </ul>	A/I	E