



Job Description

make the right move - join us



St. Helens Council

Post: Local Safeguarding Children Board (LSCB) Learning and Development Officer

Department: Children and Young People's Service

Grade: Scp32 - 34

Responsible to: LSCB Business Manager

Purpose of the Post

To lead, develop, implement, and evaluate children's safeguarding training for multi-agency staff across St Helens.

To provide training that results in demonstrable positive outcomes for children, young people, their families and carers in St Helens

To monitor the effectiveness of training and to advise the LSCB accordingly

Duties and Responsibilities:

To support the LSCB community with the identification of training needs and to develop and implement multi-agency training and development strategies to meet these needs and the requirements of the LSCB Business Plan

To be responsible for the monitoring and quality assurance of training undertaken throughout St Helens and identify training gaps amongst the various organisations

To produce regular training monitoring reports to the LSCB and the Learning and Development sub-group

To ensure the training agenda is incorporated into the LSCB Business Plan with measureable performance outcomes and impact

To co-ordinate the LSCB Trainer Pool and ensure the effective commissioning of training and development programmes and where appropriate to deliver selected training directly

Through liaison with, and advice to, partner agencies across the borough, ensure that safeguarding training delivered by single agencies meets LSCB standards and requirements

In consultation with LSCB partner agencies, to identify the learning and development needs of employees who work in agencies across the borough regarding their responsibilities to safeguard and promote the welfare of children and young people

To ensure that learning and development programmes are effectively evaluated to ensure that they meet required outcomes and quality standards, and that they inform the delivery of future programmes

To contribute to raising the awareness of children's safeguarding issues within the wider community of St Helens

To advise the LSCB on policy and other relevant issues, including those arising from analyses and evaluations of locally delivered training

To monitor the LSCB training budget in consultation with the Business Manager, and ensure effectiveness and value for money in the provision of internally and externally provided training

To attend appropriate forums and operational meetings, including the LSCB Learning and Development Sub-group

To comply with the Council's Health and Safety Policy and associated safe working procedures and guidelines.

To be responsible for the implementation of the Council's Health and Safety Policy and associated safe working procedures and guidelines. To contribute towards the identification and management of risk within the service area.

To communicate the Health and Safety Policy, procedures and guidelines to all employees and contractors under the management/supervision of the post holder. To monitor compliance with the policy, procedures and guidelines, keeping appropriate records as required.

To comply with the Council's Comprehensive Equality Policy and ensure that it is implemented within the service area and amongst employees within the remit of the post.

To be responsible for the implementation of the Council's Human Resource policies and procedures including Employee Relations, within the remit of the post.

To comply with the Council's Data Protection Policy and Code of Practice within the service area and amongst employees within the remit of the post.

This post is subject to Disclosure.

This post is not Politically Restricted in accordance with the Local Government and Housing Act 1989.

The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the postholder at the appropriate time.

Date Reviewed : March 2015



Person Specification

make the right move - join us



St. Helens Council

Job Title: LSCB Training and Development Officer

Ref No:

Knowledge	E = Essential D = Desirable	Identified by
Knowledge of effective practices and techniques to deliver training and enhance learning	E	Application / Interview
Comprehensive knowledge and understanding of current policy, legislation, and practice relating to the safeguarding of children	E	Application / Interview
Up to date of knowledge of key messages from research related to children's safeguarding issues	E	Application / Interview
Skills and Abilities	E = Essential D = Desirable	Identified by
Excellent and imaginative training, presentation, and facilitation skills	E	Application / Interview Presentation
Ability to use relevant electronic presentation tools (e.g. Microsoft PowerPoint)	E	Application / Interview Presentation
Effective verbal and written communication skills	E	Application / Interview Presentation
Ability to collate and analyse complex quantitative and qualitative data	E	Application / Interview
Ability to manage and monitor a budget	E	Application / Interview
Experience	E = Essential D = Desirable	Identified by
Experience of designing, delivering, and evaluating training programmes	E	Application / Interview
Experience within the last 5 years of work with of children and families, including practice related to the safeguarding of children	E	Application / Interview
Experience of monitoring performance and reporting	E	Application / Interview
Experience of effective multi-agency working	D	Application / Interview

Experience of analysing individual and organisational learning and development needs	D	Application / Interview
Qualifications	E = Essential D = Desirable	Identified by
Recognised training qualification – e.g. NVQ Level 4 in Training and Development; certificate/diploma in teaching in the lifelong learning sector	D	Application
Professional qualification in a related occupation eg social work/ health/education/police.	D	Application
Other Circumstances	E = Essential D = Desirable	Identified by
Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities	E	Application / Interview
Must be able to attend meetings on an occasional basis outside office hours	E	Application / Interview
Clean driving licence and regular access to a car	E	Application / Licence

* NB - If an applicant can not drive as they are precluded by disability applications are still welcome. Applicants are asked to provide a statement as to how they will be in a position to alternatively meet the requirement to enable the duties to be carried out effectively and efficiently with reasonable adjustments