



**SWINDON**  
BOROUGH COUNCIL

## Role Profile

<b>Job Title:</b> Partnership Learning & Development Manager	<b>Role Profile Number:</b> PCDH78
<b>Grade:</b> R	<b>Date Prepared:</b> February 2021
<b>Directorate/Group:</b> Adults	<b>Reporting to:</b> Strategic Partnership Safeguarding and Community Safety Manager
<b>Structure Chart attached:</b>	Yes

### Job Purpose

- To lead on the development and commissioning of a high quality Multi-Agency Learning and Development Training programme so that there is a skilled and competent workforce to support the safeguarding and community safety agendas (this may include the delivery of some training).
- Support partners to achieve excellent practice standards and improved outcomes for children, young people, vulnerable adults and the community through the provision of high quality training and development
- Devise the schedule for the multi-agency Learning and Development Training programme and manage the delivery of the offer ensuring it is adequately and appropriately resourced
- Provide an annual report on safeguarding and community safety learning and development activity and impact on service delivery and outcomes for the safeguarding and community the partnerships
- Take an active part in the partnership sub-groups and boards ensuring the learning and development offer is agile, timely and responsive to need
- To ensure stakeholder engagement and involvement is standardised practice including the commissioning and coordination of engagement with vulnerable adults, carers, children and young people to support and deliver the safeguarding agenda.

### Key Accountabilities

- To develop and co-ordinate a learning and development strategy to ensure everyone who works with children, young people and adults has access to high quality training that meets national guidance and standards
- To develop and maintain a high quality and sustainable multi-agency safeguarding and community safety training programme training to ensure the workforce are equipped to fulfil their safeguarding and community safety responsibilities
- To assure the consistent high quality of safeguarding and community safety training provision and ensure that the content is revised and updated in a timely manner to take account of changes to

legislation, national guidance and research, and lessons learnt from regional and local serious safeguarding incident reviews (SARs, CPSRs, Rapid Reviews) and Domestic Homicide Reviews

- To ensure effective communication of safeguarding and community safety training requirements and to support managers identify training and development requirements
- To deliver safeguarding adult and children training as required
- To ensure national, regional and local policies, guidance and learning are included in the multi-agency learning and development training programme
- To challenge partner organisations in an appropriate manner when the required standard of practice is not met
- To represent the Safeguarding and Community Safety partnerships at regional and national training managers groups to ensure regional consistency
- To manage projects relating to learning and development activity through the use of task and finish groups
- To arrange the collection and analysis of data to evidence the impact of training and development activity on service delivery and outcomes
- To contribute to annual reporting on findings from performance information, audits and other quality assurance processes, including the Safeguarding Partner's Annual Report.
- To offer advice, support and challenge in areas for improvement and development.
- To chair sub groups as appropriate
- To support inspections as relevant within the remit of the Safeguarding and Community Safety Partnerships.
- Promote and coordinate engagement with stakeholders including adults, children and young people in developing the partnerships learning and development training programmes

### **Supplementary Accountabilities**

- To work with others to develop training tools and materials as appropriate.
- To monitor the delivery of learning and development activity arising from audits, inspection and peer reviews
- To support the dissemination of key learning to the workforce working with partners.

### **Knowledge & Experience**

*Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:*

- Experience of working in Children's/Adult Services/Community Services, or other relevant professional environment.
- Good understanding of quantitative and qualitative data analysis
- A good understanding of the journey of the child and adults through professional systems.
- Experience / knowledge of partnership working. Good knowledge of Children's/Adult/Community Safety legislation, regulations, guidance and best practice
- Specific knowledge of statutory guidance for multi-agency safeguarding legislation for children and for adults at risk.
- Good ICT skills.

- Experience of participating in audit activity within a professional environment.
- Knowledge and experience of the Inspection and Regulatory Framework for Children’s/Adult Services
- Able to communicate effectively and present information clearly to a range of audiences
- Able to write clear and timely reports.
- Ability to provide constructive challenge to partner agencies to achieve best outcomes
- Evidence of commitment to listening to the views of others, including vulnerable adults, children, young people and their families

**Qualifications**

Good general education to degree or equivalent complimentary experience.

**Decision Making**

Demonstrable evidence of successful problem solving.

**Creativity and Innovation**

Working closely together, improving communication and connectivity in order to make better use of the resources, facilities, relationships and partnerships. Working in a collaborative manner with external and internal customers, community members and other bodies that interact with this role

<b><u>Job Scope</u></b>	<b>Budget Holder</b>	No
<b>Number and types of jobs managed</b>	<b>Responsibility</b>	None
<b>Typical tasks supervised/allocated to others</b>	<b>Asset Responsibility:</b>	None
<ul style="list-style-type: none"> <li>• Administrative tasks,</li> <li>• Management of high-risk, sensitive multi-agency information</li> </ul>		

**Contacts and Relationships**

- Provide advice to colleagues, other services areas and other agencies on legislation and policy relating to safeguarding and community safety
- Provide advice and guidance to partner organisations.
- Maintain a strong relationship with both managers and officers in the council and other agencies.
- Represent Swindon on regional and national forums

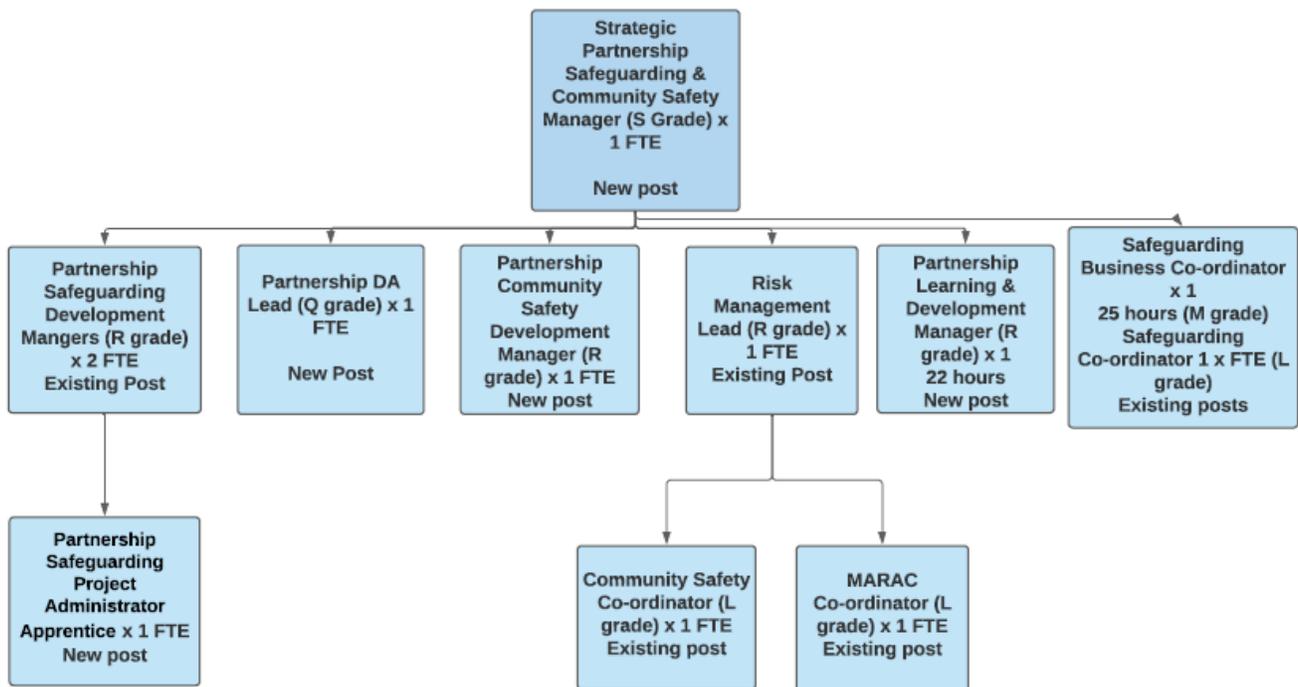
**Values and Behaviours**

We strive to underpin our culture of being ‘At our Best’ through strong management and authentic leadership. This means getting the management basics right. We own and demonstrate accountability, both individually and collectively, and aim to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, by displaying:

- Accountability at all levels
- Customer care and pride in what we do
- Continuous learning and evaluation
- Valuing one another and the contribution each of us makes

**Other Key Features of the role**

(working environment / emotional / conditions i.e. regular outside work, unpleasant or hazardous conditions, practical demands such as standing, carrying or working in constrained positions, potential verbal abuse and aggression from people, or risk of injury).



<b>Employee Signature:</b>	<b>Print Name:</b>
<b>Date:</b>	
<b>Line Managers Signature:</b>	<b>Print Name::</b>
<b>Date:</b>	