

JOB PROFILE

Post: Learning and Development Adviser

Responsible to: Learning and Development Manager

Principal working contacts

- Director of Development and Innovation
- Head of Learning and Development
- Head of Workforce Planning
- Team managers
- Team advisers and project officers
- Staff across SSSC departments
- Business support staff
- Scottish Government
- Scottish Qualifications Authority
- NHS Education for Scotland (NES) project leads
- Social service workers
- Employers and employer organisations
- People who use services, their families and carers
- Care Inspectorate
- Higher Education and Further Education Institutions
- Training providers
- Institute of Research and Innovation in Social Services (IRISS)
- Skills for Care and Development
- Skills Development Scotland
- Healthcare Improvement Scotland (HIS)
- Other regulatory bodies

Job purpose

The Scottish Social Services Council has responsibility for the regulation of the social services workforce in Scotland. We are also part of the UK sector skills council for social services. We set standards for the practice, conduct, training and education of the social services workforce as the national lead for workforce development and planning for social services in Scotland. By doing this, we increase the protection of people who use services. We have responsibility for the promotion of education and training and our learning resources support the professional development of the social service workforce.

You will be involved in promoting and delivering workforce development activities across a range of areas to support the development and

implementation of Scottish Government policy and changes in legislation that affect the social services workforce.

You will contribute to the regulation of social work and social care education through the development, approval and quality assurance of standards, frameworks and qualifications.

You will support the wider regulatory role of the SSSC by providing professional expertise and insight to support the work of other departments including the assessment of qualifications, the assessment and creation of fitness to practise conditions and the assessment of post registration training and learning.

Main responsibilities

1. Establish and maintain effective links and relationships with our stakeholders to disseminate key policy developments that affect the social service workforce.
2. Contribute to the development of learning resources which support the professional development of the social services workforce.
3. Promote the SSSC Codes of Practice and other SSSC products and resources.
4. Take lead responsibility for specific pieces of work and projects.
5. Lead and/or co-ordinate designated activities such as seminars, workshops and consultations including the analysis and dissemination of information.
6. Promote the work of the SSSC through representation on external groups, giving presentations, organising and contributing to workshops and conferences.
7. Maintain up to date written records and reports as required within your area of work, maintain a work plan and contribute to the writing and monitoring of reports required by department managers.
8. Contribute to mapping the workforce in Scotland and forecasting future demand for people with particular skills.
9. Provide professional expertise and insight to support the work of other departments in the SSSC.
10. Provide advice and guidance to employers, education providers and training providers on matters for which the SSSC is responsible.
11. Contribute to the formulation, development and delivery of the SSSC's

Strategic Plan.

12. Undertake a range of duties related to procurement and contract management processes.
13. Contribute to the development, approval and quality assurance of standards, frameworks and qualifications.
14. Contribute to the assessment of qualifications (UK and non-UK), fitness to practise conditions, Open Badges and post registration training and learning.
15. Maintain your own continuous professional development and take responsibility for your own learning.

Other duties

The SSSC is a developing organisation and this job description is a broad picture of the role at the time of writing. Duties may change over time.

This is not a contractual document and the successful candidate will be required to carry out any other reasonable duties that are needed to fulfil the purpose of the job.

The successful candidate should carry out their duties in a way that is mindful of our health and safety policies, procedures, guidance, practices and legislative requirements, taking reasonable care for their own safety and that of others who may be affected by what they do or fail to do while at work.