

Job specification



Job title: Workforce Development Officer
Service: WSCP Childrens Safeguarding Partnership Business Team
Grade: G8
Reporting to: WSCP Business Manager

Your job

As a Workforce Development Officer for the Wigan Safeguarding Children Partnership (WSCP) you will lead in developing and implementing an annual programme of learning, consultation and engagement with both internal and external stakeholders in line with current legislation and the WSCP policies and procedures.

You will work directly with key partners across the public, community / voluntary and private sectors, to train, support and develop a highly skilled, competent, consistent, and committed workforce.

To ensure sustainability and consistency you will develop a model approach to the development of the wider workforce that is creative, strengths based and drives forward the priorities of the WSCP. You will assist the WSCP to include implementation and assure the quality of an early intervention approach to safeguarding, ensuring the safe, effective, caring, responsive and well led provision of safeguarding activities.

You will lead on developing new and exciting communication and learning methods and platforms that are innovative and support a more engaged workforce that positively impacts on safeguarding outcomes.

To scope and analyse data to identify and recommend key areas for safeguarding practice improvement to services / senior managers involved in delivering services.

The Council is committed to complying with the European General Data Protection Regulations (GDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection Regulations.

In this job you will

Within the first 12 – 18 months you will:

- Develop an action plan for the WSCP regarding internal and external stakeholders.
- Lead and advise on implementing new approaches to workforce development and engagement, ensuring that the voice of the child informs the priorities, action plans and objectives of the Partnership.
- Manage the Wigan Safeguarding Children's Board Learning Management Systems (Virtual College), provide data reports and ensure its accessibility to users.

- Work in partnership with key organisations across the community and voluntary sector to broaden both the awareness and understanding of WSCP, and work with communities to establish and improve recognition and response to safeguarding issues.
- Work with the learning and improvement section of the Safeguarding Team, provide regular reports to the Executive and other appropriate delivery groups on the impact of the training and any trends regarding safeguarding issues
- Develop programmes of work across the team, with partners and organisations and establish key links to safeguarding learning outcomes.
- Design, develop and deliver a variety of levels of safeguarding training to a wide set of organisations and individuals.
- Lead on raising the awareness of WSCP across internal and external partners.

On an ongoing basis you will:

- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules

In this job you will need

You must be able to demonstrate the following essential requirements:-

- Professional qualification or extensive demonstrated workplace experience relevant to the role.
- Effective project management skills and the ability to convert plans into action and deliver objectives and targets within timescales and budgets.
- IT training specific to excel/other analytical software.
- Demonstrated experience in a related field.
- Extensive experience of analysing and reporting on diverse and complex information
- The ability to evaluate service performance improvements.
- An understanding of partnership working, and an appreciation of critical success factors needed for a working partnership to function efficiently and effectively (active engagement and participation of agencies, collaborative approach to designing solutions to problems, mutual co-operation between agencies).
- Knowledge and awareness of data protection legislation
- An understanding of specific methodologies and a variety of approaches to research, analysis, evaluation consultation and engagement
- Detailed knowledge and awareness of legislation that informs safeguarding practice.
- The ability to think strategically, creatively and apply innovative solutions to organisational problems.
- Excellent written and verbal communication skills
- Excellent negotiating and influencing skills.

Our culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **Team Wigan** behaviours.

Be Positive... take pride in all that you do

Be Accountable... be responsible for making things better

Be Courageous... be open to doing things differently

Be Kind... be helpful, generous and thoughtful towards yourself and others

#TeamWiganDeal

Together we will

Deliver Deal 2030, working alongside our communities to make Wigan Borough an amazing and inclusive place to live and work, building a better future.

We will



Genuinely care for you and your wellbeing.



Champion a culture that inspires you to thrive.



Listen and engage with you to bring your ideas to life.



Celebrate your contribution and support you to reach your goals and aspirations.

I will



Look after my wellbeing and be kind to myself and others.



Work with others across #TeamWigan to be courageous, innovative and embrace technology.



Share my ideas and be accountable for making things happen.



Own my development and let my passion and positivity shine through.