

Policy and Resources (Vacancy Monitoring) Sub-Committee

Request to Fill a Vacancy Graded NLC12 and Above

Service: Housing and Social Work Services	Division: Social Work Services				
Section: Learning and Organisational Development	Post: Senior Officer Learning and Organisational Development				
Grade: NLC 12	Current Salary Scale: £ 31,062 - £38,151				
Date vacancy occurred: 23 rd July 2013					
Reason for vacancy: Previous post holder resigned after a period of ill health					
<p>What are the consequences of not filling this post?</p> <p>This post has statutory responsibilities (outlined further in the ATAV) for provision of continuous professional development and qualifications programmes that enable staff meet statutory requirements in relation to adult protection and justice services which require in-service training and development which would jeopardise the councils ability to fulfil its statutory obligation. In addition the post contributes to the function to register and maintain staff registration with the Scottish Social Services Council. It has responsibility for development programmes in relation to Scottish Vocational Qualifications programme and HNC in Care. At present there is a high percentage of the workforce still require to complete this qualification. If this post is not filled these functions cannot be properly discharged, North Lanarkshire Council would not meet targets and requirements set by the Scottish Government and the SSSC and could put service at risk.</p>					
<p>What alternatives to filling the post have been considered and why is it considered that these alternatives are not appropriate?</p> <p>There is no capacity within section to redistribute the work as the section has already made cuts within the efficiency savings both at this level and the level below. Due to volume of work within this area a dedicated post will be required.</p>					
<p>The following documents are enclosed with this form: (✓)</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">1. Job Description</td> <td style="width: 30%; text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>2. Organisational Chart (detailing location of post in structure and including number of posts at same level)</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> </table>		1. Job Description	<input checked="" type="checkbox"/>	2. Organisational Chart (detailing location of post in structure and including number of posts at same level)	<input checked="" type="checkbox"/>
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<p>I confirm that, for the reasons set out above, that the filling of this vacancy is considered essential.</p>					
<p>Signature Executive Director: <i>Mary Caskle</i></p>	<p>Date: 20/8/13</p>				
<p>Human Resources use:</p> <p>Date of Vacancy Monitoring Sub-Committee _____</p> <p>APPROVE / NOT APPROVE / CONTINUE</p>					

North Lanarkshire Council

Job Description

Department: Housing and Social Work Services
Division:
Job Title: Senior Officer Learning and Organisational Development
Post Reference: NLC/SW/ <<Completed by HQ Personnel>>
Responsible to: Service Manager Learning and Organisational Development
Grade: NLC 12
Conditions of Service: SJC

Job Outline: To deliver an effective Learning and Organisational Development service across social work services that facilitates the co-ordination of mission, strategy, culture and leadership with individual and organisational performance through organisational learning. This post will focus on Children and Families, adult protection and justice services as part of its functional remit

Main Duties and Responsibilities:

1. To drive and co-ordinate improved performance through organisational development programmes, involving analysis of strategies, systems and processes to improve organisational effectiveness
2. To identify and respond to learning and change opportunities and issues across the service
3. Support organisational strategy by providing a developmental link between HQ managers, practitioners and people who use our services. The main focus for this post will be in relation to Children and Families adult protection and justice services
4. Develop a learning culture through active involvement of managers, practitioners and people who use our services, within the organisation
5. To create, encourage, facilitate flexible, open and reflective learning (through planning, design and evaluation of learning opportunities and programmes)
6. To deliver learning and development events at group and organisational level
5. Direct line management for Learning and Development Officers and/or trainee social workers.
6. To monitor and evaluate the effectiveness of learning and organisational development strategy within designated areas
7. To contribute to the development of the learning and organisational development section

A professional diploma or equivalent qualification is typically the minimum required to do the job, for example, CQSW, Degree in Community Education, Management Diploma and a Training qualification at SVQ 4, HND or above. Desirable would be possession of post graduate qualification in Adult Protection

This job outline is intended to indicate the broad range of responsibilities and requirements of the post. It is neither exhaustive nor exclusive but, while some variation can be expected in particular duties. The outline is considered to provide a reasonable general description of the post.

CLOSING DATE: <<Completed by HQ Person₆₁>>

Learning and Organisational Development Section
 Housing and Social Work Services Structure (revised
 after reduction to 2 service managers)

