

Job description

Post: Learning and Development Adviser

Responsible to: Learning and Development Manager

Job purpose

The Scottish Social Services Council has responsibility for the regulation of the social services workforce in Scotland and the promotion of education and training. In addition, as part of the UK Alliance for social care, social work and early years, Skills for Care and Development (SfCD), it has a significant role in workforce intelligence, planning and workforce development.

You will take forward our work in supporting the workforce requirements arising from a range of policy and regulatory work streams.

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 teams in the SSSC including the assessment of qualifications, the assessment and creation of fitness to practise conditions, and the assessment of continuous professional learning submissions.

Principal working contacts

Director of Workforce, Education and Standards
Head of Education and Standards
Head of Workforce Planning
Learning and Development Managers
Learning and Development Advisers and Project Officers
Staff across departments within the SSSC
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
Other regulatory bodies
Healthcare Improvement Scotland (HIS)

Main duties

- Establish and maintain effective links and relationships with our stakeholders to disseminate key policy developments that affect the social service workforce
- Contribute to the development of learning resources which support the professional development of the social services workforce
- Promote the SSSC Codes of Practice and other SSSC products and resources
- Take lead responsibility for specific pieces of work and projects
- Lead and/or co-ordinate designated activities such as seminars, workshops, consultations including analysis and dissemination of information
- Promote the work of the SSSC by representation on external groups, giving presentations, organising and contributing to workshops and conferences
- 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
- Contribute to mapping the workforce in Scotland and forecasting future demand for people with particular skills
- Provide professional expertise and insight to support the work of other teams in the SSSC
- Provide advice and guidance to employers and education and training providers on matters for which the SSSC is responsible
- Contribute to the formulation, development and delivery of the SSSC's Corporate Plan
- Undertake a range of duties related to procurement and contract management processes
- Contribute to the development, approval and quality assurance of standards, frameworks and qualifications

- Contribute to the assessment of qualifications (UK and Non-UK), fitness to practise conditions and continuous professional learning
- Maintain continuous professional development and take responsibility for your own learning including participating in the performance and development review system
- Undertake other work as directed by managers
- Make sure our work in Scotland promotes anti-discriminatory practice and incorporates equality of opportunity.

Other duties

The SSSC is a developing organisation and this job profile 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.