

PERSON SPECIFICATION**Learning and Development Adviser**

ATTRIBUTES	ESSENTIAL	DESIRABLE
Education and qualifications	<ul style="list-style-type: none">You should be educated to SCQF Level 9 or above with a professional degree in social work, childhood practice, education, organisational development or other relevant professionRegistered, or in the process of registering, with a relevant regulatory body (if eligible)Evidenced commitment to continuous professional development.	<ul style="list-style-type: none">Educated to SCQF Level 11 in a relevant professional qualification.

ATTRIBUTES	ESSENTIAL	DESIRABLE
Experience and knowledge	<ul style="list-style-type: none"> • An understanding of policy and legislative developments in Scotland and how they impact the social services workforce • Working knowledge of social services • A critical understanding of the wide range of operational demands and workforce development needs of social service workers and employers • An understanding of workforce development and workforce planning • Demonstrable experience of identifying learning needs and designing, developing, delivering and evaluating learning activities • Knowledge of the Scottish Social Services Council (SSSC) registration agenda and the registration requirements of workers in social services • Knowledge and understanding of the role of colleges, universities and other training providers • An understanding of the regulation of higher and further education • An understanding the principles of the Scottish Credit and Qualifications Framework (SCQF) in supporting learning • An appreciation of the political landscape in Scotland • Demonstrable experience of collaborative working across a range of settings • Demonstrable experience of effective project management • Demonstrable experience of managing change effectively. 	<ul style="list-style-type: none"> • Direct practice experience in social services • Experience of budget management • Demonstrable experience of commissioning and procurement • Understanding of funding mechanisms and how they support workforce development • A demonstrable understanding of how National Occupational Standards and benchmark standards are developed and used in qualifications design and development • Demonstrable experience of having worked on qualifications development • Knowledge of learning technology and how it enhances learning • Working knowledge of quality improvement methodology, tools and techniques, and in particular the Model for Improvement • Experience of supporting improvement learning • An understanding of different types of leadership • Experience of designing leadership development activity.

ATTRIBUTES	ESSENTIAL	DESIRABLE
Skills and abilities	<ul style="list-style-type: none"> • Ability to present or convey, formally and informally, information to a range of audiences • Excellent oral and written communication • Demonstrable project management skills • Ability to carry out critical analysis, evaluation and/or synthesis of complex information concisely for a range of purposes • Ability to carry out routine methods of enquiry and/ or research • Ability to apply original and creative solutions to difficult problems and issues • The ability to work autonomously and be self-motivating, while being able to work effectively as part of a team • Ability to influence and negotiate confidently. • Demonstrate leadership and credibility with external stakeholders • Ability to work under pressure and deliver to tight deadlines • Ability to deal with complex issues in a range of professional contexts • Ability to use a range of ICT applications to support and enhance work • Ability to use technology creatively and effectively. 	<ul style="list-style-type: none"> • Ability to apply the Model for Improvement and associated tools and techniques in practice.

ATTRIBUTES	ESSENTIAL	DESIRABLE
Personal qualities and attitudes	<ul style="list-style-type: none"> • Understanding of, and commitment to social service values and the SSSC Codes of Practice • Able to adapt and react positively to changing demands/situations • Able to engage effectively and maintain relationships • Committed approach to developing the social service workforce • Flexible, tactful and responsive. 	
Key performance outcomes	<ul style="list-style-type: none"> • Collaborative working • Effective communication • Impact and influence (internally and externally) • Personal accountability • Supporting development, continuous improvement and leadership. 	
Special conditions	<ul style="list-style-type: none"> • The role may require travel to locations throughout UK and may occasionally require overnight stays. 	