



Recruitment Pack

Workforce Development Officer (WDO)

Closing Date: Sunday 25 June 2023

Interview Date: Wednesday 12th July 2023



**Cymdeithas Llywodraeth Leol Cymru
Welsh Local Government Association**

Un Rhodfa'r Gamlas
Heol Dumballs
Caerdydd
CF10 5BF
Ffôn: 029 2046 8600

wlga.cymru

One Canal Parade
Dumballs Road
Cardiff
CF10 5BF
Tel: 029 2046 8600

wlga.wales

Welsh Local Government Association - The Voice of Welsh Councils

We are The Welsh Local Government Association (WLGA); a politically led cross party organisation that seeks to give local government a strong voice at a national level. We represent the interests of local government and promote local democracy in Wales.

The 22 councils in Wales are our members and the 3 fire and rescue authorities and 3 national park authorities are associate members.

We believe that the ideas that change people's lives, happen locally.

Communities are at their best when they feel connected to their council through local democracy. By championing, facilitating, and achieving these connections, we can build a vibrant local democracy that allows communities to thrive.

Our ultimate goal is to promote, protect, support and develop democratic local government and the interests of councils in Wales.

We'll achieve our vision by

- Promoting the role and prominence of councillors and council leaders
- Ensuring maximum local discretion in legislation or statutory guidance
- Championing and securing long-term and sustainable funding for councils.
- Promoting sector-led improvement
- Encouraging a vibrant local democracy, promoting greater diversity
- Supporting councils to effectively manage their workforce.

Workforce Development Officer (WDO)

Closing Date: Sunday 25 June 2023
Interview Date: Wednesday 12th July 2023

Salary: Grade 5 - SCP 33-41 (£39,493 - £47,573)
Term: Fixed term until 31st March 2025
Reporting to: WLGA's Head of Education (for terms and conditions); and to the Chair of ETS Cymru | Wales (for work-plan and day-to-day management)
Based: One Canal Parade, Dumballs Road, Cardiff with the flexibility to work from home and remotely in accordance with our Agile Working Policy.

Politically Restricted: Yes

Welsh Language essential: No. The ability to speak and write fluently is desirable for this role.

About the WLGA

The Welsh Local Government Association (WLGA) represents the interests of local government and promotes local democracy in Wales. Its primary purposes are to promote better local government, to promote its reputation and to support authorities in the development of policies and priorities which will improve public services and democracy.

The WLGA is a politically led cross party organisation that seeks to give local government a strong voice at a national level. The Association is a membership organisation that represents all 22 local authorities in Wales, the 3 fire and rescue authorities and the 3 national park authorities are associate members.

The WLGA believes that services are best provided within a democratic framework of local accountability and that the people who use public services should have as much of a say in the way they are organised, managed, and funded as possible. Local government is seen as being the tier of government closest to service users and best able to respond to their needs. It is recognised that it is the role of central government to set the strategy for public services nationally but that it is down to local government to deliver services based on local circumstances.

Originally established in 1996 primarily as a policy development and representative body, the WLGA has since developed into an organisation that also leads on improvement and development, procurement, employment issues and hosts a range of partner bodies supporting local government.

About ETS Cymru | Wales

The main purpose of ETS is to ensure that programmes of training for youth workers and youth support workers are of a suitably high quality, relevant to the needs of employers, the workers themselves and the young people with whom they work. It undertakes this work on behalf of the Joint Negotiating Committee for Youth & Community Workers (JNC) and is supported financially by Welsh Government. We seek to contribute to the achievement of the highest standards of practitioner education and training in the belief that this will contribute to the development of outstanding services for children, young people and communities.

We work closely with the Youth Work sector in Wales through the ETS membership, which comprises voluntary and maintained youth work organisations, specifically the Council for Wales of Voluntary Youth Services, the Principal Youth Officers' Group, training providers from both HE and FE, trade unions, and other key stakeholders including Welsh Government, the Education Workforce Council, and Estyn.

About the Role

There is currently no workforce development strategy and plan for Youth Work in Wales, and it is a key objective of the WDIPG to develop one, as well as piloting workforce development activities to inform future developments.

As part of supporting the YWSIB to action the recommendations, the post holder will work closely with ETS, Welsh Government, and the WDIPG on implementing recommendation 13 of the IYWBs report:

- Welsh Government needs to build on its commitment to support and develop the youth work profession with a career structure offering progression;
- And support the WDIPG in its additional focus on recommendations 7 and 8:
- Welsh Government should establish a framework to support innovation within youth work services in Wales to improve standards within the sector (this includes Estyn and the Quality Mark for Youth Work in Wales);
 - Welsh Government should strengthen the current Education Workforce Council (EWC) legislation so that the gaps in registration criteria are closed.

Principal Duties and Responsibilities

Grade Specific Responsibilities

- Leadership and strategic direction in the development of workforce development planning for Youth Work in Wales, in conjunction with ETS, WG, YWSIB, WDIPG and other key stakeholders;
- Managing the performance of training and workforce development activity;
- Developing workforce development policy with key stakeholders, and gaining an understanding of all aspects of workforce development for youth work services in Wales;
- Managing projects that flow from the work of the WDIPG;
- Managing people and budgets associated with such projects, together with Chairs of ETS and WDIPG as appropriate;
- Working with stakeholders across the youth work sector and beyond to achieve workforce objectives;
- Communications and engagement in relation to workforce development across the youth work sector;
- Research and analysis involved in gaining an understanding of workforce development needs; and
- All associated administration.

Role Specific Responsibilities

1. Work with ETS and the WDIPG to implement the Workforce Development Pilot Plan, specifically in developing understanding of:

- current workforce limitations and issues with recruitment and retention of workforce, including Welsh language specific issues;
- available qualifying training for youth support worker and youth worker levels along with the funding available for that training;
- the professional learning (initial training and continuing professional development) needs of the youth work workforce, including types of training currently available, how this is funded, and how it could be funded in the future;
- current gaps in training provision and consider how this can be addressed, working with partners to procure appropriate training, monitor uptake levels, and the impact of the training, in line with Youth Work Strategy aims and objectives.

2. Consider and develop funding opportunities for training, including:
 - a bursary scheme for individuals to undertake youth work training,
 - signposting to existing funding, funding directly with training providers, including consideration of opportunities outside Wales;
 - managing funding projects such as the bursary scheme as developed.

3. Establish working relationships specific to the role with:
 - the WLGA and ETS, the WDIPG, the Council for Wales of Voluntary Youth Services (CWVYS), the Principal Youth Officers Group (PYOG), voluntary and maintained youth organisations;
 - other key stakeholders such as the Welsh Government, the Education Workforce Council (EWC), the National Academy of Educational Leadership (NAEL) and Estyn to help build on existing systems and structures.

4. Write, and contribute to the writing of relevant documents including:
 - the Workforce Development Strategy and Plan;
 - research and development reports;
 - impact assessments, risk assessments and evaluation reports; and
 - a final evaluation report.

Person Specification

Qualification requirements	Essential Y/N	Desirable Y/N
<ul style="list-style-type: none"> • JNC recognised professional youth work qualification (S) • Degree or equivalent vocational qualification (S) • Masters or Doctoral level qualification (S) • 4 GCSEs or equivalent at grades A-C (S) 	<p>Yes</p> <p>Yes</p>	<p>Yes</p> <p>Yes</p>
Experience and Knowledge requirements	Essential Y/N	Desirable Y/N
<ul style="list-style-type: none"> • Experience of working with young people, youth workers and youth organisations (S&I) • Experience of developing effective relationships with a range of external stakeholders in working towards a shared goal (S&I) • Knowledge of workforce development, initial training and professional learning (S) • Experience of writing, delivering and evaluating training programmes (S&I) • Experience of managing people and projects (I) • Experience of working with others both on-line and in-person (S) 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	
Skills and Aptitude requirements	Essential Y/N	Desirable Y/N
<ul style="list-style-type: none"> • Good written (S) and verbal communication skills (I) • Ability to gather and analyse complex and potentially conflicting information (S&I) • Ability to present clearly and to a high standard both on-line and in person (S&I) • Proven interpersonal skills (I) • Good leadership and management skills (S) 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	
Other requirements	Essential Y/N	Desirable Y/N
<ul style="list-style-type: none"> • Being prepared to travel across Wales (S) • Independent access to reliable internet (S) • Independent access to IT equipment (S) • Full driving licence (S) • Communication through the medium of Welsh (S) 	<p>Yes</p> <p>Yes</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>

Further Information

The Interim Youth Work Board (IYWB), in its final report to the Welsh Government '[Time to deliver for young people in Wales](#)' (September 2021), made 14 recommendations to the Welsh Government for establishing a sustainable delivery model for youth work services. Developing and taking forward these recommendations is a Programme for Government commitment, and the principal purpose of the Youth Work Strategy Implementation Board (YWSIB), which succeeds the IYWB. The Board has a number of sub-groups to help take forward their work including the Workforce Development Implementation Participation Group (WDIPG).

Recommendation 13, made by the IYWB, identifies the need for support and development of the youth work profession, a career structure offering progression, and a workforce development strategy and plan for the youth work sector. This Workforce Development Officer post will play a key role in responding to that recommendation. The next step of this work will include the development of a Workforce Development Pilot Plan, which will identify current youth work training provision and explore different methods of delivering training and support for youth work and youth support work practitioners across the sector.

The post is funded by Welsh Government and located with Education Training Standards (ETS) Cymru | Wales within the Welsh Local Government Association.

Benefits: Working at the WLGA

The WLGA is an exciting place to work.

The WLGA is based in new, modern, open plan offices at One Canal Parade, Cardiff having moved in December 2021. One Canal Parade is part of an exciting new urban development, which includes a variety of local amenities and is within a brief walk from Cardiff Central Station and the City Centre.

The WLGA has recently introduced cutting edge agile working arrangements which provide a lot of flexibility in terms of when and where work is carried out; with colleagues being able to balance work from home or other remote locations as well as attending the office on occasions. The new office at One Canal Parade is fully equipped in terms of layout, furniture, and ICT infrastructure to support all types of individual and collective work styles.

We offer staff a friendly and supportive working environment, along with a range of employment-related benefits -

- **Incremental pay rises and contributory local government pension scheme.**
- **27 days annual leave, rising to 30 after 3 years then rising to 33 after 8 years of service, plus 8 days bank holiday.**
- **Agile working policy which encompasses Flexitime, flexible working including options to work from home.**
- **Cycle to work scheme and travel loan facilities.**
- **A range of supportive policies, including career breaks, job share, leave purchase scheme and other leave arrangements.**
- **Generous maternity, adoption, paternity, and shared parental leave**
- **Centrally located office in the heart of one of the UK's most vibrant cities**

Terms of Employment

Association employees are employed on the conditions of service of the National Joint Council for Local Government Services, amended by local agreements. The principal provisions are outlined below:

Salary:

Salary is payable calendar monthly by bank credit on or about the 15th of each month.

Hours of Work:

The standard working week is 36 hours, but the WLGA's new agile working arrangements provide extensive opportunities for flexible working and the ability to balance work commitments alongside non-working time and annual leave. The Association aims to make sure that the benefits arising from agile working support the delivery of high-quality services whilst at the same time ensuring that everyone within our workforce feels well supported. Within this agile working framework, each individual has a responsibility to co-operate with colleagues to put into practice individual, team and organisational working arrangements which all focus on delivering the WLGA's priorities.

Travel and Subsistence:

The post holder may be required to work on occasion anywhere within Wales or the rest of the UK. Travelling, accommodation and associated expenses will be payable when staff work away from their fixed centre.

Annual Leave:

The annual leave entitlement for a full year (the leave year runs from 1 April to 31 March in the following year) will initially be 27 days, in addition to statutory holidays. Existing local government employers may attract additional leave based on continuous local government service.

Pension:

The successful candidate will automatically be admitted to the Local Government Pension Scheme. This is a contributory scheme which has defined benefits for employees. <https://mpfmembers.org.uk/content/members-currently-contributing-lgps>

Period of Notice:

The period of notice which staff are required to give is one calendar month, commencing on any day in the month. Staff will also be entitled to receive one calendar months' notice, or the current statutory notice period, whichever is greater.

Terms of Secondment (if applicable)

The successful candidate will remain an employee of their current employer which, will continue to pay their salary and the Association will reimburse the salary to the employer. In addition, their terms and conditions of employment will remain unchanged. The Association will reimburse business travel and expenses incurred on secondment. Interested applicants will need to be aware of their organisation's secondment policy and obtain prior approval of their employer.

WLGA Politically Restricted Posts:

The WLGA will not appoint as an employee or worker in any capacity, any Councillor who is currently a member (including co-opted member) of a local Authority or any other member body of the WLGA e.g., National Park Authority or who had been a member in the previous 12 months (s.116 Local Government Act (LGA) 1972).

The following posts are considered to be politically restricted (in line with those local authority roles as specified in Section 2(1) of the 1989 Act¹:

- All members of Senior Management Team
- All officers paid above Spinal Point 30
- Other officers giving advice to local authorities on a regular basis.
- Any officers with a role which involves speaking on behalf of the WLGA to the media.

The Association is an Equal Opportunities Employer.

¹ Part I of the Local Government and Housing Act 1989 and Local Government (Politically Restricted Posts) (Wales) Regulations 2008

Apply Now!

For an initial discussion about the role and the organisation, please contact Steve Drowley (ETS Chair) on 07590 826679.

To apply, please send a covering letter with a completed application form by the closing date of Sunday 25 June 2023 to:

recruitment@wlga.gov.uk

Shortlisted applicants will be invited to interview on Wednesday 12th July 2023.

Shortlisted applicants may be requested to undertake a task before attending for interview, as well as pre-interview tasks on the day, followed by an interview with a selection panel.

The successful candidate will be required to provide evidence of identity and eligibility to work in the UK.

The WLGA does not participate in the UK Visa Sponsorship Scheme therefore, candidates will have to provide evidence of their Right to Work in the UK if offered a role with us.