**Job Title:** Residential Development Officer

**Grade:4**

**Reporting to: Senior Learning and Development Officer**

**Context**

Birmingham Children’s Trust employs circa. 1,900 staff and has an operating budget of approx.

£200m per annum.

* Local population: 1,100,000.
* 32.4% of children are living in poverty (against an England average of 20%)
* Infant mortality is significantly higher than the average (in Birmingham it is 6.7 per 1,000 live births compared to the England average of 4.1 per 1,000)

**Our Vision for Birmingham Children’s Trust**

‘Working Together to make Birmingham the greatest city to grow up in’

The sole purpose of Birmingham Children’s Trust is to make a positive difference for children, young people and families in the city, by driving up the quality of practice and partnerships across the city and its services.

‘We give our best, so young people achieve their best’

Our Values:

ONE **T**EAM

ACCOUNTABILITY AND **R**ESPONSIBILITY

Q**U**ALITY AND INNOVATION

RELATION**S**HIPS

HIGH SUPPOR**T** HIGH CHALLENGE

Birmingham Children’s Trust Leadership team comprises four Executive Directors; Chief Executive, Director of Practice, Director of Commissioning & Corporate Parenting and Director of Finance & Resources who are responsible for leading and managing the Trust to be an autonomous and high performing organisation, ensuring services are aligned to deliver the Trust’s strategic objectives, business plan and for providing expert advice to the Board.

1. **Scope and Purpose of Role**
   1. To support the development and implementation of identified workforce strategies
   2. Contribute to the development of the Learning and Development Annual Service Plan and related policies to meet agreed organisational priorities and performance targets.

1.3 To support customers in the identification and definition of current and future workforce learning and development needs

1.4 To support the development of our residential services within the Learning and Development Service, ensuring that resources are utilised for services to be delivered in an efficient and consistent manner

1.5 To support the maintenance of specific delivery partnerships and contribute to monitoring any related Contracts / Service Level Agreements including addressing issues that arise from training and feeding back to training providers.

1.6 To provide expert advice on best practice on the design and development on blended learning interventions that utilise a range of delivery channels and media.

1.7 To understand and keep up to date with the needs of the residential service and the regulatory body, including Ofsted and health and safety and ensure that compliance regarding training is maintained.

1. **Corporate Accountabilities**
   1. To ensure the provision of high-quality services which contribute to positive outcomes for people and provide efficiency and value for money for the Trust.
   2. To promote equality of opportunity, diversity and inclusion in the service area
   3. To ensure compliance with legal, regulatory and ethical requirements
   4. To ensure that governance processes are in place and adhered to by all staff and ensure quality of services provided.
   5. To ensure all information shared is in line with Data Protection Act and in compliance with Freedom of Information Act
   6. To undertake financial processing on specified budgets and monitor expenditure as required, ensuring efficient and effective systems are maintained in accordance with the Trust’s Financial Regulations and Standing Orders
2. **General Duties and Responsibilities**
   1. To take responsibility for a portfolio of specific areas of project-based work as directed by the needs of the service plan.
   2. To develop awareness and understanding of the issues relating to the workforce for projects they are involved with.
   3. To contribute to delivery and monitoring of learning and development interventions. To include supporting learning needs analysis, specification development, design, development of online learning interventions, data analysis, evaluation, quality assurance and review.
   4. To work across the L & D service, contributing to a range of workstreams to ensure an integrated shared approach is developed and maintained.
   5. To manage relationships and provide high quality support and advice to the Trust. Providing expertise on workforce development, relevant business processes, complying with legislative requirements and in accordance with established best practice. Ensuring that customers’ needs are met within the remit of the Learning and Development service.

To manage agreed projects within timescale, cost and agreed standards

* 1. To participate in the regular collection, collation and supporting of appropriate performance management information. Setting up and/or maintaining accurate data and information systems. Producing reports to meet customer needs, business purposes and evidence requirements of funding contracts/SLAs.
  2. To work as a member of a team, to deliver a professional service to internal and/or external customers
  3. To contribute to assessing and managing risk
  4. To manage all aspects of customer care

1. **Supervision Received**

4.1 **Supervising Officer Job Title** Senior Learning and Development Officer

4.2 **Level of Supervision**

Left to work within established guidelines subject to scrutiny by supervisor.

4. **Special Conditions**

* This vacancy is exempt from the Rehabilitation of Offenders Act
* A Disclosure and Barring Services/ISA checks not required

**Birmingham Children’s Trust** is **committed to safeguarding** and **promoting the welfare of children and young people** and expects all staff to share this commitment

Observance of the Birmingham Children’s Trust **Equal Opportunities Policy** will be required.