



## **Workforce Development Officer - Adult Social Care**

**Salary: Band:** 9, £39,151 - £42,838 per annum.

### **37 hours per week:**

Office attendance is required minimum 2-days a week for full time staff, this remains flexible, subject to business needs.

Adults Safeguarding Roles: Portsmouth City Council is committed to safeguarding and promoting the welfare of 'adults at risk' and expects all staff and volunteers to share this commitment. Every post is subject to PCC and Portsmouth Safeguarding Adults Board safer recruitment procedures.

Portsmouth City Council is committed to safeguarding and promoting the welfare of adults and expects all staff and volunteers to share this commitment.

### **The Service**

Within Adult Social Care, we pride ourselves on fostering a strong culture of learning and development. Our Assessed and Supported Year in Employment (ASYE) programme has a proven track record of supporting Newly Qualified Social Workers (NQSWS) to develop safe, confident, and reflective practice. We also work closely with local universities and apprenticeship pathways to grow our future workforce.

### **What is the role?**

We are seeking a passionate and motivated Workforce Development Officer to lead, coordinate, and enhance learning and development opportunities across Adult Social Care.

This is a key role in embedding excellent social work practice and ensuring a high-quality experience for NQSWS, students, apprentices, and qualified practitioners undertaking post-qualifying development.

The role will coordinate the Assessed and Supported Year in Employment (ASYE) for NQSWS, including 3, 6, 9 and 12 month reviews and the final moderation panel. This will include quality checks on assessments and supporting NQSWS and assessors in developing the portfolio evidence. You will work with regional partners to ensure consistency of practice and contribute to the regional and national ASYE panel.

The role will involve you working closely with local universities and practice educators coordinating high-quality student placements and maintaining awareness of CPD opportunities. You will manage and monitor funding requirements related to student placements, ASYE and CPD. The role will also facilitate reflective practice sessions and action learning groups whilst supporting the delivery of strengths-based, person-centred practice. In addition, you will provide workforce development advice, guidance and solutions to senior leaders.

### **Who is the person?**

You need:

1. To be a registered Social Worker.
2. To understand adult social work practice, models, and legislation.
3. Experience in workforce development, including designing or delivering training and development solutions.
4. Skilled at both coordinating processes and inspiring practice.
5. Experience of using data to identify skill gaps, monitor progress, and produce high-quality written reports.
6. To have experience in managing budgets accurately whilst maintaining consistent quality standards.
7. To be able to demonstrate excellent verbal and written presentation skills.
8. Experience and confidence in building strong relationships with internal teams, universities, and regional/national partners.
9. To be confident in offering constructive challenge.
10. Be able to work independently and problem-solve where systems or processes are unclear.
11. Have the ability to prioritise effectively across ASYE, student placements, CPD, and wider organisational activity.
12. Be able to negotiate, influence, and guide others confidently.
13. Hold a full valid driving licence as you will be required to go to different locations and may be moving equipment between sites.
14. An attention to detail, a methodical approach, and a commitment to ongoing personal development.
15. Coaching or mentoring experience would be preferred.
16. Action Learning Facilitation experience would be desirable.
17. Experience of Practice Supervisor or Practice Educator training would be desirable.

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.

### **General Data Protection Regulation (GDPR)**

Portsmouth City Council is the Data Controller of any personal information you provide when applying for a job. It will only be used in connection with the recruitment process and will not be kept for longer than necessary. For more detailed information you can access the Data Protection Privacy Notice on our [careers portal](#).

