

Job Title:	Professional Development Officer
Reports to (job title):	Professional Development Lead
Line Manager to:	N/A

Job purpose

The Learning Enterprise (TLE) Professional Development Team provide multi-professional professional development leadership and support to operational teams across a national footprint. The post holder will work with the Professional Development Leads to promote and develop multi-professional development across the organisation. The post holder will be required support the Professional Development team to ensure high-quality professional development across the organisation for all health and care colleagues.

Base

Office Base: Local regional office, hybrid working with regional and national travel as required.

Key responsibilities

- Work in partnership with key stakeholders to ensure delivery of high quality student placements and learning environments.
- Build and manage relationships with key stakeholders (regionally and nationally).
- Provision of support to service and team leads to ensure student placements, student development and student support are of optimal quality.
- Work with services to promote HCRG Care Group as a first choice employer to all learners.
- Promote HCRG Care Group as a first choice placement provider to maximise uptake and associated income.
- Contribute to the delivery of the outcomes and adherence to the requirements of the NHSE Education Funding Agreement, NHSE Quality Standards, SLEC, Awarding Bodies and any other funding / regulatory body or legislation in the deployment and delivery of professional development across all professions.
- Contribute to the quality and governance of all multi-disciplinary professional development.
- Co-ordinate the provision of information, advice and guidance to students and the relevant colleagues in practice to enhance the student experience.
- Support quality audits in partnership with services and HEIs.

Job Description

- Co-ordinate the completion of Quality placement Review audits and profiles.
- Co-ordinate the completion of practice placement agreements.
- Co-ordinate the monitoring of student placement activity.
- Co-ordinate requests for reasonable adjustments and support.
- Support services to understand the value of student / clinical practice placements.
- Support services to maximise opportunities for student placement take up and funding generation.
- Contribute to the development and implementation of plans and strategies for long term student placement expansion activity.
- Co-ordinate the scoping of practice placement position across local services (new and existing) to ensure suitable capacity to support the range of learners in practice, identifying opportunities to increase placement capacity and develop capability.
- Support services to maximise student placement capacity utilising relevant tools and resources, identifying opportunities to work differently and increase capacity consistently.
- Ensure effective recording of professional development and placement activity data
- Co-ordinate the monitoring and recording of learners who have attended practice placements at HCRG care Group and have secured permanent employment.
- Conduct data collation exercises, complete data submission to required timescales and conduct data validation exercises.
- Maintain databases and trackers and KPIs relevant to professional development as required.
- Contribute to the delivery of key performance indicators as required by the NHS Education funding agreement.
- Co-ordinate funding applications and tracking across service to maximise the use of professional development or education funding availability.
- Co-ordinate funding demand scoping, ensuring application processes and timelines are followed and records of funding allocations are maintained.
- Support the finance / student's co-ordinator to ensure funding is received and monitor learner completions.
- Support student and educator engagement activity to a well established engagement plan.
- Co-ordinate the implementation of learner feedback processes.
- Organise training awareness and updates for students and supervisors/educators.
- Support inclusion and flexibility and co-ordinate the provision and monitoring of reasonable adjustments for students and learners.
- Contribute to projects relevant to professional development.

Job Description

- Co-ordinate Business Units Training Needs Analysis process to ensure accurate recording of training needs and accountable decision making and approvals.
- Identification of risk and issues, and contribute to the development and implementation of mitigating action, effective risk recording and timely escalation.
- Contribute to the implementation of agreed improvement in relation to professional development provision.
- Support the BUs with business change including mobilisations and exits, ensuring professional development opportunities are maintained and students are supported at all times.
- Co-ordinate effective and appropriate communication with the business, specific to professional development and any portfolios and projects.
- Contribute to the development and management of the LMS content.
- Support with development of policies and procedures for professional and workforce development.
- Management of own workload, possessing excellent planning, prioritisation, organisational and time management skills and the ability to plan any travel effectively.
- Maintain own professional and personal development, keeping up to date with knowledge with profession specific development requirements.

Personal Specification

Essential

- Educated to level 4 or equivalent experience.
- Level 4 data analysis qualification or willingness to work towards.
- Experience of working with students/learners ideally within a clinical setting.
- Experience of team/collaborative working.
- Experience of partnership working with a wide range of stakeholders, particularly in health care and/or education.
- The ability to produce comprehensive reports and proposals.
- Excellent planning, organisational and time management skills.
- Excellent interpretative and critical analysis skills, both written and numerical.
- Excellent IT skills with experience of using IT systems including LMS
- Excellent data collation, analysis and validation skills and experience in using Excel and BI tools
- Ability to work on own initiative, as well as part of a team.
- Ability to work within established procedures and timescales.
- Ability to deal effectively and appropriately with people at all levels and from a broad range of backgrounds including the ability to build rapport at all levels.
- Ability to meet strict deadlines and manage conflicting pressures.
- Willingness to undergo training to support the development of the role.
- Highly motivated and able to demonstrate enthusiasm and commitment to the role.
- Ability to work Independently, solve problems and make decisions whilst showing sound judgement in keeping others Informed.

Desirable

- Understanding of educational funding streams.
- Recognised education, teaching or assessing qualification or equivalent experience.
- Project mangement qualification or equivalent experience

Job Description

- Experience of chairing and organising meeting's.