



JOB DESCRIPTION	
Job Title	Health & Social Care Assessor
Directorate	Social Services
Reports to	Manager
Location	Ty Dewi Sant, Ewloe
Job Reference/ID Number	80000011538
Job Purpose	
<p>To provide and support a dedicated Health & Social Care Assessment service to enable the Social Care workforce to achieve its aims and objectives in relation to Social Care Staff working in the Local Authority and the Independent Sector achieving qualifications in Health & Social Care.</p> <p>To provide specialist advice and guidance across the Social Care Sector in Flintshire on vocational qualifications and associated assessment processes and procedures.</p> <p>To provide advice and guidance to prospective and existing learners regarding the assessment process, the preparation of portfolios of evidence and the policies/ procedures of the Assessment Centre.</p> <p>To assist in the Council's overall Workforce Development & Training Strategy.</p>	

Principal Accountabilities
<p>To manage and assess agreed caseload of learners undertaking Health & Social Care qualifications at Levels 2 (Core) and Levels 2 & 3 (Practice).</p> <p>To facilitate Taught sessions and workshops which link to the underpinning knowledge of the core qualifications.</p> <p>Ensure that all formative and summative assessment documentation is up to date and completed to the required standard within the agreed timescales and that records are maintained and stored in the correct manner and confidentiality is maintained at all times.</p> <p>Initiate the internal verification process via the appropriate internal verifier.</p> <p>Plan assessments and observations to meet the requirements and candidates' individual needs using a range of methods.</p> <p>Identify additional learning needs and assist candidates to overcome any barriers to learning, including signposting to other services as necessary in order to support learners.</p>

Identify evidence that is valid, authentic and sufficient.

Arrange and lead meetings to review candidates' development and/or progress with all relevant parties .

Manage the process of constructive feedback to individuals that takes into account progress made and reflect the individual circumstances of candidate.

Undertake the countersigning assessor role as required for candidates undertaking assessor awards

Maintain required records of the assessment process, its outcomes and candidate progress in line with Awarding body requirements within the agreed timescales.

Work with others to ensure the standardisation of assessment practice and outcomes.

Liaise with the Internal Quality Assurer to arrange verification of units.

Provide accurate progress reports to Lead External Quality Assurer for each candidate when required.

Manage own time efficiently to ensure the best use of the time available whilst ensuring fair assessment is offered to all candidate s. This includes working to deadlines and prioritising workload on an ongoing basis.

Take part in a minimum of three standardisation activities throughout any calendar year.

Contribute to the External Quality Assurance process

Facilitate Taught sessions around the Core qualification which is linked to the knowledge requirements.

Identify current performance requirements relevant to practice

Continually use a range of resources to keep own specialist and generic areas of knowledge, skills and practice of up to date.

Actively contribute to consultation events regarding revision of qualifications as a representative of the Council.

Implement the new aspects of vocational qualifications as they are introduced.

To carry out risk management/health and safety responsibilities in accordance with the council Health & Safety policy.

To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required, or as a mutually agreed development opportunity.

Explore systems whereby service users and carers can provide feedback as to the effectiveness of training inputs.

To actively contribute to the promotion and marketing of Health & Social Care qualifications within the Social Care Sector through awareness raising and other activities.

To maintain a portfolio of continuing professional development based on the acquisition of relevant skills and knowledge to meet the changing demands of the job, participate in appropriate training and development activities.

Supervision/Management of People

N/A

Employment Checks/Specific Requirement i.e. DBS

N/A

Special Working Conditions

N/A

The person specification sets out the skill, knowledge and experience that are considered to be necessary to perform the role and will be used in short-listing both at application and interview stage. It is therefore important that you demonstrate on your application how you meet all of the essential requirements.

Academic/ Professional Qualification	Essential / Desirable	How this will be assessed?
Adult's Assessor Relevant Assessor qualification or a willingness to work towards OR	Essential	Application

Health and Social Care Level 3 or above https://socialcare.wales/qualification-framework	Essential	Application
Knowledge and Experience		
Must be able to manage own time efficiently to ensure the best use of the time available whilst ensuring fair assessment is offered to all candidate s. This includes working to deadlines and prioritising workload on an ongoing basis.	Essential	Application/Interview
.Professional Expertise and Development Proactively keeps up-to-date with changes to legislation, policy, procedure and best practice within the council and in other organisations Understands and complies with external requirements, standards and benchmarks Is positive about continuous professional development (CPD) and seeks opportunities to improve own knowledge	Essential	Application/Interview
Able to travel independently in line with the requirements of the post Ability to work flexibly and creatively	Essential	Application/Interview

Skills		
Welsh Language	Desirable	Application
Able to communicate effectively both orally and in writing and ability to produce reports using word processing skills	Essential	Application
Full Driving Licence`	Essential	Application

Flintshire County Council Core Behavioral Competencies	Essential	How this will be assessed?
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<p>Customer First: Understand our customers (internal and external) and deliver high quality services to meet and exceed their expectation.</p>	Essential	Application/Interview
<p>Working Smarter: Being clear about what you are expected to deliver in your job and have the skills, motivation, enthusiasm and commitment to work effectively.</p>	Essential	Application/Interview
<p>Working Together/Partnership: Building and maintaining positive relationships in order to deliver better services for our customers and employees.</p>	Essential	Application/Interview

<p>Communication: Ensuring we understand each other, respect each other express and share ideas and information clearly.</p>	Essential	Application/Interview
<p>Change: Adapting to change and introducing better ways of doing things, through generating ideas and seeking out the best way to deliver our service.</p>	Essential	Application/Interview
<p>Leading and Managing: Leads and motivates self and others to continually improve performance.</p>	Essential	Application/Interview