

DUNDEE CITY COUNCIL

REPORT TO: Personnel and Management Services Committee - 11 March 2002

REPORT ON: Neighbourhood Resources and Development Department -
Introduction of a Team Approach in Adult Learning Delivery

JOINT REPORT BY: Director of Neighbourhood Resources and Development and Director
of Personnel and Management Services

REPORT NO: 140-2002

1 PURPOSE OF REPORT

This Report seeks approval to make adjustments to the existing staffing resources to meet future Departmental priorities.

2 RECOMMENDATIONS

The Committee is asked to approve the following:-

- 2.1 the establishment of 3 posts of Senior Adult Learning Worker (Adult), PO1-4 (£23,930 - £25,976). (Job description attached - Appendix 1).
- 2.2 the deletion of 3 posts of Neighbourhood Development Worker, CEW (£16,673 - £21,536 + 7½% unsocial hours allowance).

3 FINANCIAL IMPLICATIONS

- 3.1 The financial implications of the report can be contained within the Neighbourhood Resources and Development Department budget. The additional costs of the proposal amount to £2,899 which can be met from the existing sessional staff budget allocation.

4 LOCAL AGENDA 21 IMPLICATIONS

- 4.1 The Report seeks to ensure that Departmental resources are used as efficiently and effectively as possible to achieve Departmental and Council agreed service priorities.

5 EQUAL OPPORTUNITIES IMPLICATIONS

- 5.1 The proposals will continue to reflect priority to the Council's commitment to equal opportunities.

6 BACKGROUND

- 6.1 The Community Learning Strategy, which was approved by the Dundee City Council at its meeting on 17 April 2000, highlighted that the current practice in the delivery of community-based adult learning required to be examined.

Subsequent research carried out by the Department and other bodies has indicated that innovative approaches would need to be adopted if traditional non-participants in learning were to be reached.

Finance has been secured from various sources including the New Opportunities Fund and the European Regional Development Fund which will enable the Department to establish a network of well-equipped, welcoming and accessible Learning Centres throughout the City.

Funding is about to be released which will ensure that staff can be appointed to take forward Literacies and Information and Communication Technology based initiatives. This proposal recognises that in order that the Department can respond effectively changes to the existing structure are required.

- 6.2 To maximise use of existing skills and provide support to the major developments, it is proposed to introduce a structured team centred approach to the delivery of adult learning. This team working approach will enable the Department to deploy staffing and resources most effectively.
- 6.2.1 3 geographic teams will be formed to take forward adult guidance, literacies work and building community capacity. The work of each of the three teams will be co-ordinated by a Senior Adult Learning Worker. The overall supervision of the teams would remain the responsibility of the Unit Leaders (Integration). The teams will each take forward the areas highlighted as priorities by the Best Value Review.
- 6.2.2 To reflect the additional responsibility, it is recommended that the job description (Appendix 1) be adopted.
- 6.2.3 The 3 Senior Adult Learning Workers will be recruited from the existing staffing complement and staff throughout the department will have the opportunity to apply.

7 **CONSULTATION**

- 7.1 Consultation has taken place with the Chief Executive and the Directors of Support Services and Finance.

8 **BACKGROUND PAPERS**

- 8.1 No background papers as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information) were relied on to any material extent in preparing the above report.

9 **SIGNATURE**

F. Patrick
Director of Neighbourhood Resources & Development

Date

J.C. Petrie
Director of Personnel and Management Services

Date

VACANCY REF.:
CLOSING DATE:

DUNDEE CITY COUNCIL

JOB DESCRIPTION - NEIGHBOURHOOD RESOURCES AND DEVELOPMENT DEPT

IDENTIFICATION

Post Title:	Senior Adult Learning Worker	Post Ref.:	
Section:		Grade:	PO1-4
Responsible to:	Unit Leader (Integration)		
Responsible for:	Community Adult Learning Worker Part-time and Full-time		

JOB PURPOSE

To lead the Adult Learning Team, and co-work with team members and other relevant staff in the development of Learning Centres to create and promote learning opportunities, both locally based and on-line.

PRINCIPAL WORKING CONTACTS

Section Leader, Community Learning
Unit Leaders (Integration, Central Library, Library and Information)
Accreditation/Community Capacity Project
Community Information Team Leader
Adult Learning Workers
Community Information Workers
Mitchell Street Adult Learning Team
Partnership Providers/Agencies
Neighbourhood Centre Managers/Development Workers

MAIN DUTIES

1. Identify learning needs of individuals and groups in the community.
2. Develop and deliver programmes of learning to meet the needs of individuals and groups in the community.
3. Assist individuals/groups to develop and review personal learning plans.
4. Work with other relevant learning providers and agencies to develop and deliver a range of community learning opportunities.
5. Support students to access opportunities on-line learning.
6. Liaise with learning teams and agencies to identify appropriate support to people with literacy, numeracy and ESOL needs.
7. Develop and maintain up-to-date ICT and paper-based learning materials available for use by individuals and groups.

8. Ensure recording, monitoring and evaluation procedures are implemented to meet agreed quality standards.
9. Take measures to engage traditional non-participants in learning opportunities.
10. Ensure guidance is provided as an integral part of learning support and also available as stand alone provision through working in partnership with a range of providers.
11. Take responsibility for leading the adult learning team of workers in the generation, implementation and management of plans.
12. Ensure that the plans reflect the City Corporate Plan, the Department's Service Plan and local service needs.
13. Manage the plans in a manner, which demonstrates its responsiveness to the needs of the community.
14. Agree team objectives, monitor and record progress.
15. As appropriate, assist with disciplinary procedures within the Adult Learning Teams.
16. Ensure that appropriate support and supervision is given to each member of the team and that their performance is effectively monitored.
17. Ensure that appropriate job targets and a clear focus is given to each member of the team's work.
18. Identify and put into operation appropriate programmes of training and staff development and deliver workplace training sessions.
19. Develop and implement appropriate induction programmes for all members of the team.
20. Ensure that financial and administrative procedures are implemented and carried out effectively.
21. Ensure that all Health and Safety Regulations are implemented.
22. Promote the use of ICT to ensure staff and service users have access to accurate and relevant information.

OTHER DUTIES

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the postholder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

Date prepared: 24/04/02

Authorised:

If you have any queries regarding this vacancy, please contact (Name, Department, Telephone Number).