

Job Description

Learning & Development Business Partner

RESPONSIBLE TO: HR Manager

JOB PURPOSE:

To lead the delivery of a proactive and customer focused Organisational Development (OD) and Learning and Development (L&D) strategy across the Trust, developing the service to meet current and future business needs through working in partnership with managers and leaders to develop progressive OD and L&D projects, systems and initiatives.

‘WHAT’ – you do!

- Accountable for the day to day performance of Organisational Development (OD), leading the development and implementation of Trust wide OD systems and processes, including releasing potential and managing talent, developing management and leadership capability and embedding values and behaviours into all people processes and systems.
- Lead the development of innovative OD and learning and development projects, programmes and initiatives for the development of the culture and values, management of change, employee engagement and wellbeing, talent management and leadership capability. Plus being innovative with regard to our on boarding process and induction for new recruits and leading on all employee development related initiatives.
- Maintain ILM approved status and deliver ILM accredited training and act as the Trust’s ILM assessor. Plus management of a designated OD and learning and development budget ensuring that value for money is achieved in all circumstances through the monitoring and control of expenditure.
- Conduct organisational gap analysis and lead the development of appropriate plans and programmes to ensure all employees have the skills, knowledge and experience to perform their roles to the highest standard and meet the future needs of the Trust.
- Prepare and contribute to the development of reports and internal communications to the Board, Executive Management Team, Senior Management Team and wider audiences.
- To be innovative in the creation of various learning academies from a managers academy to apprenticeships, to rising stars in support of succession planning and employee engagement.

‘HOW’ – you do it!

We deliver the above by displaying the following example behaviours:

- Transparent with everyone, always being open, honest and clear, with ourselves and others ensuring feedback is given in a timely fashion and we commute effectively across the Trust.
- Restless in your approach to finding better ways we’re better tomorrow by challenging what we are doing today. Always looking at best practice to ensure we are forward thinking and innovative
- Upfront and honest. We are bold, confident and direct. We say it as it is. However, we will not be shouty or rude but constructive and clear with people, so they know WHAT we expect from them and HOW they deliver it.
- Skilled - We invest in our people and attract talent so the Trust thrives. We invest in staff to deliver our high performing culture
- Together – championing a “one team” ethos. We support and talk to each other across teams to help improve lives. We work on delivering more through project teams – rather than the functional/hierarchical teams

No job description can cover every task which may arise within the post. The post holder will be expected to carry out other duties from time to time which are broadly consistent with those in this document.

Person Specification

	ASSESSMENT	
Behaviour – HOW		
Transparent with your teams and peers	E	I
Restless in your approach to finding better ways	E	I
Upfront and honest	E	I
Skilled - continually improving	E	I
Together – championing a “one team” ethos	E	I
Experience/Qualifications		
CIPD qualified or working towards	E	I/C
Experience of leading, devising, implementing and evaluating organisational change and OD projects.	E	I/C
Experience of designing and delivering training courses	E	I/A
Evidence of Continuous Professional Development	E	I/C
Trainer the Trainer or equivalent	D	I/C
PTLLS or equivalent	D	I/C
Recognized Management qualification at level 3 as a minimum	D	I/C
Qualified Mentor & Coach	D	I/C
Level A & B qualified Occupational testing	D	I/C
Skills/Abilities/Competence WHAT		
Building capability and capacity in a changing environment	E	I
Guiding strategic action through others to deliver results	E	I
Strong and decisive leadership that is resilient, confident and resourceful	E	I/A
Problem solving & making sound decisions whilst using good judgment	E	I/S
Having COURAGE <i>to use (good) judgement</i> , take calculated risks, stand up for what you believe is right and do the right thing by the business.	E	I/S
Responding / managing / designing / facilitating tailored responses to a broad range of individual development needs.	E	I/A
Engagement: a knack for using emotion and logic to communicate a persuasive vision and connect with people	E	I
Effective budget Management	D	I
Effectively managing Customer expectations	E	I/A
Stakeholder Management	D	I/A
Health & Safety awareness	D	I/A
Insightful, spotting connections between the people and ideas to create a vision wider than area of responsibility.	E	I
Delivering ILM accredited training	D	I/A
Knowledge of employment law and legislation	D	I/A
Influencing organisational change projects	D	I/A

METHOD OF ASSESSMENT

- A** Application form
- I** Interview
- S** Skills Test
- C** Production of Certificates