

Job Description

Job Details

Job Title	Learning and Development Partner
Grade	Grade 10
Advertised Salary	£38,148 to £45,381
Department	Chief Executives Department
Business Unit	Organisational Development, Human Resources

Job Summary

To provide a professional learning and development service to managers, co-ordinating and monitoring the delivery of learning solutions for the council to meet corporate and directorate specific needs. This will require a detailed knowledge of the technical professional requirements of services across the council to deliver their professional development requirements as well as knowledge of best practice in member development. To provide and deliver operational services that develop the organisation and support delivery of corporate and business objectives, including the timely procurement, delivery and evaluation of learning and development programmes and projects, incorporating best practice and maximising digital learning and new technologies.

This role will be a predominately working with our Children and Families Social Care services as well as the Southwark Multi-Agency Safeguarding Board.

You will:

- Deliver learning programmes that are aligned with the Council's workforce strategy, meeting the current and anticipated future business needs. These programmes will develop the workforce, reach all staff and support efficiencies across service provision.
- To deliver short to medium term programmes which change behaviours across the organisation, delivering training programmes and projects in close liaison with senior managers and partners and by managing relationships to achieve business objectives.
- Deliver client responsive, cost effective L&D solutions to business challenges. Participate in discussions involving partners and contribute to discussions around resources and project management of defined outcomes.
- Participate in discussions with senior managers, Organisational Development and Human Resources colleagues to implement learning and development programmes. Maximise the use of digital technology to achieve success.
- Hold responsibility under the guidance of the Strategic L&D Business Partner for allocating resources and scheduling learning and development programmes, while ensuring that these are managed to time in line with procedure, best practice, evaluation and business need. These will include programmes which meet specific professional requirements such as legislative requirements and support for members.

- Monitor and evaluate effective expenditure and co-ordinate finance processes such as recharges, financial monitoring and projections and provide information for grant claims as required.
- To undertake research and report on findings for specific development activity projects, supporting the Organisational Development work programme.
- To undertake benchmarking evaluation of key L&D activities, involving liaison and meeting with external organisations, and report findings and recommendations.
- Establish monitoring protocols and manage appropriate checks on activity in order to deliver effective business outcomes and work with colleagues to ensure remedial action is taken where necessary.
- With an understanding of current and future business needs, ensure that learning and development supports decision making, service planning and delivery of improvement programmes.
- Promote learning networks and implement a programme of engagement across the council to support this.
- Maximise digital and technological developments to deliver engaging learning opportunities and support the organisation in taking a digital approach.
- Work in partnership internally and externally to promote collaborative working, economies of scale and best practice.
- Keep abreast of learning developments in relation to the workforce, and feed into discussions within Human Resources and Organisational Development to support Southwark in adopting these approaches where suitable.
- Provide professional level learning and development advice, support and guidance to managers, acting as an advisor and champion of best practice.
- Represent the L&D function at internal and external meetings and other settings. Prepare and present detailed advice and reports in adherence with the best professional standards.
- Actively promote equalities issues through the application of the Council's equalities practices and procedures and in accordance with relevant legislation, ensuring an integrated and consistent approach to learning and development access.
- Collaborate with Modernise colleagues on the delivery of a "one Council" service that is fit for purpose in a modern organisation. This will include development of staff, deployment of resources, reviewing practices and approaches to achieve a seamless service for managers that is of high quality.
- Act as a role model, taking personal responsibility for delivering what has been promised and promote culture change to move to a digital approach.
- Strengthen own skills and competence and be a key part of a strong culture of standards, performance, excellence, procurement and financial management and accountability.

Person Specification

The person specification describes the essential criteria, (minimum requirements), that a candidate must demonstrate for appointment. The desirable criteria are used to help us select between candidates. The criteria initially tested at short listing stages may be given further consideration at later stages of recruitment.

Please provide a cover letter describing how you meet the criteria outlined below. You should explain and provide examples to outline how your experience, knowledge and skills transfer to the challenges of this post. Do not use more than 4000 characters for any of these sections (knowledge, experience or skills) and please do not feel that you need to reach this limit.

Criteria tested initially at short listing stage.

E = Essential, or D = Desirable.

Knowledge

1. Demonstrates knowledge and understanding of developing bespoke developmental programmes to support service areas.
2. Demonstrates knowledge and understanding of developing learning initiatives to support professional social work practice for children and families/safeguarding

Experience

3. Working as an L&D professional in a large complex organisation.
4. Promoting digital and technological developments to deliver engaging learning opportunities and supporting the organisation in taking a digital approach
5. Customer focused and driven by the achievement of high standards and achievements through service/business delivery

Skills

6. Providing professional L&D advice, support and guidance to managers, acting as an advisor and champion of best practice.
7. Commissioning and evaluating a value for money programme of learning.

The following criteria will be tested at later stages of recruitment.

These are broken down under the headings “Knowledge”, “Experience”, and “Skills”. Each of the criteria is noted as either E = Essential, or D = Desirable.

Knowledge

8. Demonstrate evidence of continued professional development and personal development, within the relevant discipline.

Experience

9. Designing short to medium term L&D programmes to support the delivery of clear business focused outcomes aligned over the long term with delivering the Council’s overall workforce strategy.
10. Working collaboratively with members, political group offices, managers and colleagues across the council to develop and implement learning and development projects and programmes.
11. Provide professional level learning and development advice, support and guidance to managers, acting as an advisor and champion of best practice.

Skills

12. Monitor and evaluate effective expenditure and co-ordinate finance processes such as recharges, financial monitoring and projections and provide information for grant claims as required.
13. Designing short to medium term L&D programmes to support the delivery of clear business focused outcomes aligned over the long term with delivering the Council’s overall workforce strategy.