

JOB DESCRIPTION

POST TITLE:	Senior Learning and Development Partner
GRADE	12
DIVISION / UNIT	Chief Executives Department
DEPARTMENT	Organisational Development, Human Resources
REPORTS TO:	Head of Learning & Development

PURPOSE OF THE JOB

- To take the lead on a Learning and Development programme of work, collaborating with services to develop learning and development strategies.
- Commissioning and delivering learning solutions to meet corporate and directorate specific needs, including timely procurement

PRINCIPAL ACCOUNTABILITIES

Responsibilities

1. To deputise for the Head of Learning & Development, to design, develop and deliver learning programmes aligned to the Council's workforce strategy and borough plan while ensuring these programmes meet the current and future business needs, develop the workforce and reach all staff.
2. Plan, deliver and monitor short to medium term training programmes that change behaviours across the organisation.
3. Develop and deliver quality training programmes and projects, in collaboration with services, while building and maintaining effective relationships.
4. Identify, design and deliver client responsive, cost effective L&D solutions to business challenges, ensuring that our programmes meet specific professional requirements. Contribute to decision making, service planning and delivery of improvement.
5. Ensure robust training needs analyses are conducted, as required. These maybe outside the direct management of the role and multi layered, involving external partners.
6. Lead on the learning and development response to external audits i.e. Ofsted,

CQC and general freedom of information requests. Ensure that all learning methods employed meet the legislative requirements, safeguarding policies and key Council objectives.

7. Provide professional and expert advice to senior managers, HR and Organisation Development colleagues to implement and embed learning and development programmes.
8. Responsible for effective management of resources to deliver learning and development programmes for staff, members and partners, ensuring timely procurement in line with best practice and effective evaluation to demonstrate business impact.
9. Manage the monitoring of expenditure and co-ordinate finance processes such as recharges, financial monitoring and projections and provide information for grant claims as required.
10. Benchmark the evaluation of key L&D activities, involving liaison with external organisations, and report findings and recommendations.
11. Lead the development and implementation monitoring protocols and manage appropriate checks on activity to deliver effective business outcomes, working with colleagues to ensure remedial action is taken where necessary.
12. Engage with the workforce development strategies through participation in project and development work to promote innovation and excellence in this area.
13. Create opportunities to maximise digital and technological developments to deliver engaging learning opportunities to achieve success, and support the organisation in taking a digital approach.
14. Represent the L&D function at internal and external meetings or organisations, regional meetings, inquiries and other settings. Prepare and present detailed advice and reports in adherence with the best professional standards.
15. Keep abreast of innovative learning and development solutions in relation to the workforce, and feed into discussions within Organisation Development to support Southwark in adopting these approaches where suitable.
16. 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.
17. Collaborate with 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 high quality service.

JOB CONTEXT

This role reports to the Head of Learning & Development (or nominee). This role will have up to four L&D partners as a direct report.

This role will support the budget management of the Corporate Training budget of more than £500k and will need to ensure that the team commission and procure effective L&D programmes, overseeing recharges, payment approvals and grant applications and claims.

This role is responsible for ensuring all financial transactions undertaken are done so within the appropriate finance protocols (such as authorisation, purchasing limits and use of cost centres).

This role will require attendance at meetings outside of office hours as and when required.

Grade/Conditions of Service

The employment is subject to a probationary period of twenty six weeks from your start date of employment with Southwark Council, during which time you will be required to demonstrate to the council's satisfaction your suitability for the position in which you are employed.

PERSON SPECIFICATION

The person specification is a picture of skills, knowledge and experience required to carry out the job.

Knowledge, including educational qualifications:	Essential (E) or Desirable (D)	How assessed (S/ I/ T)
CIPD qualification and membership or equivalent experience within a Learning and Development environment	E	S
Demonstrate evidence of continued professional development and personal development, within the relevant discipline	E	S/I
Experience:		
Working as a L&D professional in a large complex organisation	E	S
Effective people management experience	E	S/I
Budget management and financial understanding of local government finances	E	S/I
Identify and design 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	E	I
Working collaboratively with members, political group offices, managers and colleagues across the council to develop and implement learning and development projects and programmes	E	I
Interpret data to prepare and present information to provide a clear narrative to senior leaders, managers and service groups	E	I/T
Commissioning and evaluating a value for money programme of learning	E	I/T
Promoting digital and technological developments to deliver engaging learning opportunities and supporting the organisation in taking a digital approach	E	I
Aptitudes, Skills & Competencies:		
Providing professional L&D advice, support and guidance to senior leaders and managers	E	I
Ability to apply judgement in making evidence based decisions using management information	E	I
Customer focused and driven by the achievement of high standards and achievements through service/business delivery	E	I
Delivering programmes and projects in a timely and consistent manner	E	I/T

Ability to think clearly, analyse evidence and develop practical and innovative solutions to the management of operational issues and complex problems	E	I/T
Provide inspirational and professional leadership to staff, strengthening skills and competence and fostering a strong culture of standards, performance and accountability.	E	I
Special Conditions of Recruitment:		
Comply with and promote the Council's Equal opportunities policy		

Key:

D	Desirable	S	Shortlisting criteria
E	Essential	I	Evaluated at interview
		T	Subject to test

