

## Learning & OD Manager Grade 12

### **Our Vision**

An innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy.

### **Our Outcomes**

We want everyone in Staffordshire to:

- Have access to more good jobs and share the benefit of economic growth
- Live in thriving and sustainable communities
- Be healthier and more independent for longer

### **Our Values**

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

- Ambitious – We are ambitious for our communities and the people of Staffordshire
- Courageous – We recognise our challenges and are prepared to make courageous decisions
- Empowering – We empower and support our people by giving them the opportunity to do their jobs well.

### **About the Service**

People Services are responsible for the delivery of a range of People related activities including Organisational Development, Learning and Development, Employee Relations, Policy development, Reward,

Resourcing, Change Management and Health, Safety and Wellbeing. People Services are also responsible for the development and delivery of the People Strategy, focusing on the four main pillars; Keeping and attracting talented People; Promoting a positive working environment, Developing skills for now and the future, and Developing leaders for now and the future. All that we do focuses on how we will develop the right culture, support and skills to keep making a difference for Staffordshire's communities.

### **About the Role**

The post holder will be a key member of People Services, taking responsibility for effectively implementing and delivering against the skills and leadership element of the People Strategy. Developing strategies, and commissioning delivery that will allow the organisation to achieve its vision, values and outcomes.

Reporting to the Head of People Solutions, the post holder will develop strong working relationships with internal and external stakeholders to lead on the development and commissioning of the corporate OD and Learning & Development Commissioning Plan, to deliver the People Strategy. This critical role is responsible for ensuring the effective management and commissioning of all corporate OD, learning & development activities for the council and with wider partners where appropriate.

### **Reporting Relationships**

**Responsible to:** Head of People Solutions

**Responsible for:** Learning and Development Officer, Digital Learning and Development Officer, Learning and Development Assistant, OD Specialists

### **Key Accountabilities:**

1. As the strategic lead, assess and understand the strategic learning and organisational development needs of the council to inform the development and implementation of the council's OD and learning &

development commissioning plan, in line with the wider People Strategy.

2. Oversee the design, ongoing development and implementation of an effective and engaging corporate and management induction process through the Learning and Development team and the OD team.
3. Oversee and coordinate the development of learning pathways across the organisation through the Learning and Development team and the OD team to facilitate people development, employee engagement and succession planning and design these in an integrated way.
4. Establish clear communication channels and procedures within the organisation to both effectively promote OD and L&D activity and understand customer needs.
5. Be accountable for the effective, timely and cost-efficient commissioning of corporate OD and learning and development solutions to reflect the requirements of the organisation, utilizing effective partnerships with key stakeholders across SCC and relevant partners.
6. Work with the Resourcing Manager and Strategic People Partners to develop and embed a Talent and Succession approach for the organisation, to ensure effective planning for the development and enhancement of skills to ensure achievement of organisational priorities and outcomes.
7. Establish learning and development policies, procedures and approaches to deliver a fair and equitable learning experience which is easily accessible and engaging.
8. Manage the team to ensure effective administrative services are in place and develop relationships to ensure seamless, quality assured, efficient and effective processes that support value for money and fair access to learning and development opportunities.

9. Understand emerging learning and OD trends and theories and how they apply to the ongoing development of people by keeping abreast of local and national strategies, approaches, developments and best practice relating to learning and development.
10. Capture, analyse and interpret complex data to inform strategic development and delivery, ensuring that the outcome of all L&D and OD activities are evaluated and acted upon accordingly.
11. Ensure alignment of the generic and professional learning activity to the corporate learning and development strategy.
12. Be innovative, identifying and embracing new technology solutions to enhance digital learning as part of a blended learning approach, ensuring SCC remains responsive to changes in the skills requirements of its staff and stakeholders.
13. Work with internal communications and other key partners to implement an effective OD and Learning & Development communication and engagement approach, enabling all stakeholders to understand the OD and Learning & Development commissioning plan and support available and effectively and fairly access this.
14. Lead, coach, mentor and develop a team of OD specialists and Learning and Development Officers to ensure they deliver a customer focused, modern and professional service, challenging working practices as required.

### **Professional Accountabilities:**

The post holder is required to contribute to the achievement of the Council objectives through:

### **Financial Management**

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

**People Management**

Engaging with People Management policies and processes

**Equalities**

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

**Climate Change**

Delivering energy conservation practices in line with the Council's climate change strategy.

**Health and Safety**

Ensuring a work environment that protects people's health and safety and that promotes welfare, and which is in accordance with the Council's Health & Safety policy.







**Safeguarding**









Commitment to safeguarding and promoting the welfare of vulnerable groups.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

## Person Specification

A = Assessed at Application  
I = Assessed at Interview  
T = Assessed through Test

Minimum Criteria for Disability Confident Scheme *	Criteria	Measured by
	<p><b>Qualifications/Professional membership</b></p> <ul style="list-style-type: none"> <li>• CIPD or equivalent Degree Level qualification in a relevant subject (i.e. Learning and Development)*</li> <li>• *CIPD Profession Map: This position is working at a Chartered Member level of the CIPD Profession Map which will be used to develop the post holder and assess performance</li> </ul>	<p>A</p>
    	<p><b>Knowledge and Experience</b></p> <ul style="list-style-type: none"> <li>• Demonstrable and recent experience working in an L&amp;D, OD or related function at a management level</li> <li>• Leading and creating successful development and implementation of organisation-wide OD, learning and development strategies to drive demonstrable improvements in organisational performance and create a learning culture that supports CPD</li> <li>• Experience of conducting strategic needs analysis and evaluation of interventions to identify and recommend future OD and/or L&amp;D solutions</li> <li>• Good all-round technical OD and L&amp;D knowledge and experience covering both theory and practice, ideally within the public sector, with particular application to supporting change, digital, commissioning and commerciality</li> <li>• Knowledge of statutory, health, safety and equality, diversity &amp; inclusion requirements relating to L&amp;D</li> </ul>	<p>All A/I</p>

	<ul style="list-style-type: none"> <li>• Experience of managing and co-ordinating projects, complex workloads and conflicting demands</li> <li>• Evidence of effective internal and external partnership working across complex organisations</li> </ul>	
       	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Integrity, credibility that engages and instils the confidence of senior leaders, staff and stakeholders</li> <li>• Demonstrate strategic and analytical thinking, to challenge and influence thinking and behaviours and excellent partnership working skills.</li> <li>• Ability to foster and champion innovation and lead the successful commissioning of innovative best in class learning and development solutions, further enhancing the County Council’s reputation.</li> <li>• Ability to collaborate with other parts of People Service and wider partners to align their work to the needs of the business to deliver a seamless service.</li> <li>• Strong commercial acumen and the ability to interpret and anticipate trends</li> <li>• Self-sufficient requiring minimum local support but adept at identifying relevant sources of assistance</li> <li>• Skilled in communicating effectively, building and maintaining effective and influential working relationships across diverse customer and stakeholder groups.</li> <li>• Skilled in evaluating learning and development provision and analysing data to make recommendations and enable strategic and tactical decision-making</li> <li>• Able to provide effective management and to motivate direct reports and wider colleagues to ensure high performance is achieved at all times</li> <li>• Excellent IT skills including M365 and familiarisation with computerised HR and L&amp;D systems.</li> </ul>	<p>All A/I</p>



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If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, braille, another language on cassette or disc, please ask us by contacting  
Talent & Resourcing Team 01785 278300