**Job Description:**

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| **Post:** | **People & Organisational Development Partner** |
| **Department:** | People Services |
| **Salary Grade**  **(Fixed salary):** | Grade 5 Point 19 - £29,178.90 |
| **Responsible to:** | Strategic Partner – People Services |
| **Responsible for:** | N/A |
| **Date Produced:** | September 2019 |

**Key Purpose:**

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| **1** | To support the Strategic Partner with the provision of consistent and reliable Learning & Development support in relation to the College’s People Plan |
| **2** | To develop, deliver and facilitate Learning & Development initiatives in line with the College’s overall People Plan |
| **3** | To assist the Strategic Partner to gather data analytics to inform future development needs and support the planning of appropriate interventions/ programmes or other development activity to maximise business performance |
| **4** | To participate and work collaboratively on all aspects of the training cycle from analysis, design, development, deliver and evaluation to ensure all learning and development initiatives / programmes are fit for purpose and create growth in our people |
| **5** | To support the development and implementation of a Performance Development Review process that secures accountability in the workforce and supports continued professional development |
| **6** | To be an advocate to continually challenge and evaluate the Learning & Organisational Development offer, to identify trends and report findings and recommendations for service improvement /change including external trends within Learning & Development |

**Key Responsibilities and Accountabilities:**

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| **A** | Support the design of materials and resources using a variety of learning methods, seeking to continuously improve internal training and practices |
| **B** | Management and maintenance of relevant systems, such as Essential Skills |
| **C** | The development of the People Service’s intranet page and relevant website pages, ensuring it is up to date and accurate, including preparing responses to feedback on reviews such as Glassdoor / Indeed |
| **D** | Lead on the achievement and maintenance of external charter marks and organise the required activities associated with this |
| **E** | Production of regular reports to identify all training / CPD undertaken and to monitor and report ROI |
| **F** | Preparation and updating of the Training Needs Analysis and training evaluations as directed by the Strategic Partner |
| **G** | To lead on all aspects of the College’s business services quality audit |
| **H** | To lead on the effective organisation and administration of the annual staff engagement survey and support the delivery of subsequent actions |
| **I** | Support the administration of the centralised and delegated People Plan budget, such as raising purchase orders and other related activities |
| **J** | Design and deliver appropriate training programmes in accordance with identified College needs, legislation and current best practice |
| **K** | Support the embedding of our colleague ‘ways of working’ into all activities within the People Services function and the delivery of engagement initiatives across the College |
| **L** | Leading the People Services team in the review of policies and processes in line with the College’s strategic aims, employment law and best practice that support the development of the People Plan |
| **M** | To assist with coaching and mentoring activities and providing feedback to members of the College’s Management Group and others as required |
| **N** | Co-ordination and analysis of cross college staff development days involving staff at all college sites |
| **O** | Lead on the development of the People Services communications to staff ensuring good quality content - that supports the College’s strategic aims. Creative thinking will be essential to ensure engaging communications |
| **P** | To lead on the development of Health and Wellbeing strategies across the College and ensure ROI and impact is measured |
| **Q** | Support and assist in wider People Services activities as and when required |

**Cross-College Responsibilities and Accountabilities:**

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| **1** | Participate in Performance Management and professional development activities as required. |
| **2** | Value and promote diversity and equal opportunities. |
| **3** | Work within health and safety guidelines and be aware of your responsibilities for health and safety. |
| **4** | Fully support and adhere to the College approved strategies, policies and procedures. |
| **5** | Be responsible for safeguarding and promotion of the welfare of children, young people and vulnerable adults. |
| **6** | Support the College’s quality initiatives, promoting the values of the College and ensuring that outputs meet quality standards |
| **7** | Provide the best possible service to customers (both internal and external) in line with College standards. |

This job description is current as at the date shown above. In consultation with you, it is liable to variation by management to reflect or anticipate changes in or to the job. You are liable to undertake such other duties as may reasonably be required of you, commensurate with your grade, at your initial or present place of work or at any other of the College’s operational sites.

**Person Specification**

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|  | **QUALIFICATIONS & TRAINING** | **Essential** | **Desirable** | **How assessed** |
| 1 | Graduate member or working towards CIPD at level 7 | X |  |  |
| 2 | Project Management qualification |  | X |  |
| **KNOWLEDGE, EXPERIENCE & UNDERSTANDING (CURRENT)** | | | | |
| 3 | Previous Learning and Development and Organisational Development experience | X |  |  |
| 4 | Experience of delivering high quality customer focussed HR services | X |  |  |
| 5 | Experience in analysing data and producing reports | X |  |  |
| 6 | Experience of working in a commercial environment |  | X |  |
| 7 | Experience in and knowledge of coaching and supporting managers on organisational development matters |  | X |  |
| 8 | Experience of using HR or Training and Development systems |  | X |  |
| **SKILLS & ATTRIBUTES** | | | | |
| 9 | A confident, professional communicator with the ability to communicate effectively at all levels in an organisation | X |  | A/I |
| 10 | Adaptable and flexible with the ability to use IT applications and HR systems | X |  | I/W |
| 11 | Excellent skills in Excel particularly the use of pivot tables, V-look ups | X |  | A/I/W |
| 12 | Develops self and builds own expertise through researching, understanding and applying latest concepts as appropriate, shares best practice and adds value | X |  | I |
| 13 | Professional and customer focused approach including absolute discretion, diplomacy and sensitivity. | X |  | I |
| 14 | Ability to deliver consistently professional, high quality work | X |  | I |
| 15 | Resilience and tenacity when overcoming a number of obstacles to achieve results | X |  | I |
| 16 | Creative & flexible thinking to enable continuous improvement and development | X |  | I |
| 17 | Ability to prioritise own workload in an organised manner and work under pressure juggling multiple priorities and deadlines | X |  | I |
| 18 | Ability to work independently and as part of a team, sharing and demonstrating ideas of good practice | X |  | I |
| 19 | Demonstrate the Colleges Ways of Working in all aspects of work | X |  | I |

Key to assessment methods:

A = Application

I = Interview

P = Presentation

W = Written assessment