



Job Description	Professional and Organisational Development Manager
<p><u>Role Specific</u></p> <p>Organisational Development</p> <ol style="list-style-type: none"> 1. Support the development of the organisational culture, embedding the College's vision and values into the day to day operations of the College 2. Lead and/or support the organisation and facilitation of staff engagement activities, such as the staff voice forum, in order to positively impact upon staff satisfaction levels 3. Manage the development and delivery of the College's induction programme 4. Take a lead on the College's approach to talent management and succession planning <p>Professional Development</p> <ol style="list-style-type: none"> 5. Be responsible for the design of the College's professional development programme, ensuring a range of high quality activities for staff across the organisation, which support the College's ambition for all staff to 'Be the Best Version of You' 6. Work collaboratively with managers from across the College to forward plan development requirements, for both curriculum delivery and support staff, ensuring key processes such as annual appraisals and the College's quality cycle feed into this 7. Play a role in the delivery of professional development activities, where appropriate 8. Design and support coaching and mentoring programmes to be implemented across the organisation 9. Utilise an effective evaluation framework in order to measure impact and value 10. Work with cross College managers to support the delivery of mandatory training (e.g. Safeguarding, Health and Safety), as well as recording and monitoring compliance 11. Be responsible for managing the professional development budget, including reviewing all applications for external courses and overseeing the College's long course application process 12. Maximise the use of the College's apprenticeship levy <p>Leadership Development</p> <ol style="list-style-type: none"> 13. Coordinate, design and deliver leadership and management development programmes to enhance leadership capabilities at all levels 	
<p><u>College Responsibilities</u></p> <ol style="list-style-type: none"> 1. Share the College's Vision, Mission, Values, Behaviours and communicate them effectively 2. Participate in Key Goals and Professional Development activities and be actively involved in the College's culture of high expectation 3. Value diversity and promote equality 4. Engage in marketing activities and liaison with employers and the wider community in line with College strategies 5. Contribute to cross-college events 6. Adhere to College policies and procedures including health and safety 7. Ensure good communication at all levels 8. Be responsible for safeguarding and promoting the welfare of children, young people and/or vulnerable adults 9. Any other duties that the Principal considers appropriate 	





Person Specification	Professional and Organisational Development Manager
	Essential / Desirable
Qualifications and Attainments	
4 GCSEs or equivalent including Maths and English at Grade C or above	Essential
Qualified to degree level	Essential
Qualified to CIPD L5 or have an equivalent qualification in a relevant field	Desirable
Qualification in Learning and Development / Training / Teaching	Desirable
Training, Experience and Knowledge	
Experience of the design and coordination of professional development programmes/activities	Essential
Excellent presentation and training skills	Essential
Ability to manage multiple tasks and prioritise workload	Essential
Excellent communication skills – including the ability to persuade and influence others	Essential
Ability to establish and maintain credibility	Essential
Experience of working in a change environment	Essential
Confidence in building relationships with and working as part of a team	Essential
Experience of working within an education environment	Desirable
Competent in the use of Microsoft applications such as Word, Excel and PowerPoint	Essential
Personal Skills and Attitudes	
Display initiative, be positive and enthusiastic	Essential
Demonstrate a commitment to equality and diversity, customer service and quality assurance	Essential
Be a team player	Essential
Demonstrate a commitment to the process of continuous review and improvement	Essential
Suitability to work with children, young people and/or vulnerable adults	Essential
Flexible approach to working times in line with the College	Essential
Be able to work effectively and efficiently to specific deadlines	Essential

