

Job Description: Learning and Organisation Development Manager

Role Specific

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Organisation Development

1. Play a lead role in embedding the organisational vision, values and culture, to ensure the College is an 'extraordinary place to work' with engaged and effective staff working collaboratively.
2. Lead the organisation and facilitation of staff engagement activities, such as the staff voice forum and staff survey, 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 role in relation to the College's 'My Goals' (annual appraisal) programme, ensuring high levels of engagement and a process that supports the College's vision and values.
5. Take a lead on the College's approach to talent management and succession planning.
6. Support the review and development of the People Strategy and associated delivery plans, ensuring OD activities achieve positive results against these plans.

Leadership Development

7. Design and coordinate the leadership development programme for the College's Senior Leadership Team and College Leadership team, delivering sessions as appropriate.
8. Design and coordinate leadership and management development programmes to enhance leadership capabilities for aspiring and emerging leaders across the College.
9. Develop coaching and mentoring programmes across the College, with a specific view to enhancing leadership and management skills.

Professional Development

10. Be responsible for the design of the College's 'Be Phenomenal' professional development programmes, ensuring a range of high-quality activities for staff across the organisation.
11. Provide expertise for the design and delivery of development activities and initiatives, working collaboratively with the HR Team and wider College Leadership Team to ensure key processes such as 'My Goals' and the College's quality cycle feed into this.
12. Play a role in the delivery of professional development activities, where appropriate.
13. 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.
14. Be responsible for managing the professional development budget, including reviewing all applications for external courses.
15. Maximise the use of the College's apprenticeship levy.
16. Utilise an effective evaluation framework in order to measure impact and value.

College Responsibilities

1. Share the College's Vision, Mission, Values, Behaviours and communicate them effectively
2. Participate in My 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

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Person Specification	Learning and Organisation Development Manager
Qualifications and Attainments	Essential / Desirable
5 GCSEs or equivalent including Maths and English at Grade C/4 or above	Essential
Degree Level Qualification in a relevant subject	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	
Significant experience in design and delivery elements of learning and OD activities	Essential
Experience in planning, designing and delivering multiple projects and initiatives across the business (Organisational and prioritisation skills)	Essential
Experience of supporting the development of leaders and managers, including experience of coaching and mentoring	Essential
Facilitation skills and the confidence to deliver training via various methods – face to face, virtual, video recordings etc.	Essential
Experience of working with external partners/providers to support learning and OD activities	Essential
Excellent communication skills – including the ability to influence and build relationships with colleagues across all areas of the College Group	Essential
Ability to establish and maintain credibility	Essential
Experience of working in a change environment	Essential
Ability to work as part of a team, as well as the ability to work independently	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	
Highly effective interpersonal and communication skills	Essential
High level of planning and organisation skills in order to work proactively and solution focused	Essential
Display initiative, be positive and enthusiastic	Essential
Demonstrate a commitment to equality and diversity, customer service and quality assurance	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

