Job Profile

Job Title:	Learning and Organisational Development Manager
Directorate	Resources
Service/Section:	Human Resources & Organisational Development
Post Number(s)	TBC
Job Evaluation Number	TBC
Grade:	G11
DBS required	Not required
Date last revised	April 2023
Reports to	Head of Human Resources & Organisational Development

Reporting staff:
See org chart

Purpose of Role

Lead the development, implementation, and sustainability of all aspects of learning; management and leadership, and organisational development across the council, ensuring that all interventions linked to these areas are strategically aligned to the organisation's short and long-term objectives.

Provide robust L&OD (Learning and Organisational Development) programmes and initiatives that continuously improve organisational performance and cultural transformation, using innovative L&OD practices and interventions.

Create a learning culture that drives engagement in ongoing professional development.

Act as a key member of the HR&OD (Human Resources and Organisational Development) Leadership Team, driving cultural change and new ways of working and representing and promoting the reputation of the service within the Council.

Duties and Responsibilities

1. Create the L&OD strategy for the organisation, ensuring alignment with the corporate vision and objectives.

2. Know the current and future capability needs of the organisation and grow the skills and capabilities through the design and delivery of a blend of learning approaches, including face to face, digital, social collaborative and coaching as well as the application of motivational and behavioural science.

3. Provide strategic leadership in the creation, management and direction of the Learning and Organisational Development team.

4. Take a strategic approach to learning jod organisational development informed by data and evidence, engaging key stakeholders in the development of plans.

Last Date Updated	Last Date Evaluated	Owner	Approved by

5. Develop and implement a range of development programmes and initiatives that will grow the skills and capability of the workforce.

6. Work closely with senior managers to identify development needs and create interventions that are aligned to the organisation's vision and corporate plan.

7. Responsible for the development and ongoing review and maintenance of the performance development scheme, ensuring the approach is integral to culture change.

8. Responsible for the provision of coaching and mentoring solutions.

9. Undertake skills/capability assessments across the organisation.

10. Evaluate and monitor how effectively learning has been transferred to employees and produce reports that include both quantitative and qualitative measures linking activities to success measures.

11. Responsible for the procurement, management, and monitoring of a range of contracts and services in relation to learning and organisational development provision.

12. Responsible for managing the allocated budget, ensuring expenditure is maintained within the agreed budget.

13. Actively contribute to the development of HR&OD by providing innovative ideas and input to the strategic direction, modernisation, and ongoing improvement of the service, ensuring that all decisions and activities align with corporate and service priorities, plans and objectives.

14. Represent HR&OD on boards and teams for major business-related change and transformation programmes to ensure that all people-related aspects are anticipated and effectively managed.

15. Build and maintain constructive relationships with Trade Unions, leading on corporate consultation or negotiation for areas of responsibility as appropriate.

16. Responsible for continually developing own skills and professional development to maximise personal contribution to the role and wider team.

Additional Requirements:

Comply with any and all legislation and good practice appropriate to the work you undertake, and particularly that related to:

- Safeguarding
- Information security and confidentiality
- Equality, diversity and inclusion
- Health and safety

This is an unprecedented time of social, technological and financial change. The Council needs all staff to embrace change by demonstrating a flexible attitude to work, understanding that for us to provide excellent services to the people of Havering, you may be required to undertake other duties in line with the overarching nature of this role and your level of skills and responsibility.

Embrace the Council's iCare values and behaviours in all aspects of work and service delivery.
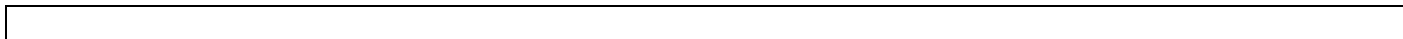
Person Specification

Qualifications

MCIPD or equivalent with evidence of CPD

Experience

- Extensive experience of designing and successfully implementing learning and organisational programmes within a large complex organisation
- Experience of leading change projects in large, diverse organisations
- Experience of managing a significant portfolio of learning and organisational development projects. Able to create delivery plans and implement
- Considerable experience of engaging and influencing others
- Experience of commissioning and procuring services and contract management
- Experience of managing staff and budget management

Skills and Attributes

- Excellent interpersonal skills to engage, communicate and influence
- Able to form effective working relationships with colleagues, managers and apprenticeship providers and colleagues in other local authorities
- Self-motivated, well organised and able to work on several projects at once
- Ability to work flexibly within a changing environment clarifying and solving problems as they arise
- Able to challenge resistance from others
- Evidence of having taken responsibility for own professional development