

# Job Description



<b>Job Title:</b> Senior Learning and Organisational Development Consultant	<b>Service Area:</b> Human Resources & Organisational Development	
<b>Directorate:</b> Resources	<b>Reports to:</b> Head of Learning and Organisational Development	
<b>Grade:</b> PO6	<b>Post Number:</b> TBC	<b>Evaluation Number:</b> TBC
<b>Date last updated:</b> April 2023		
<p><b>Equality and diversity</b> We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity policy in the course of their work.</p> <p><b>Protecting our staff and services</b> Adherence to health and safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good health and safety practices and manage risks appropriately.</p> <p><b>Corporate parent</b> We believe that every member of staff working for Newham Council should understand and fulfil our corporate parenting responsibilities for our looked after children that we have under the Children and Social Work Act 2017.</p>		

## Overall Purpose of Job

Support the development, implementation, and sustainability of all aspects of learning, including 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.

Take a lead role in developing and implementing learning and organisational development policies, strategies and services, developing innovative approaches and solutions and implementing through direct delivery or commissioning.

Support the creation of a learning culture that drives engagement in ongoing professional development.

## **Job Summary**

Manage the work of the Learning and Organisational Development team to provide high quality solutions which enable delivery of the learning and development strategy.

Lead the development and maintenance of policy, guidance, procedures, and online tools which support and embed learning and development activities and interventions.

Responsible for the management and work of the assigned team and the deployment of resources to deliver a responsive and flexible service that supports organisational and service priorities.

## **Key Tasks and Accountabilities:**

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

1. Manage the delivery of high quality and professional learning and organisational development advice and solutions to all.
2. Deputise for the Head of Learning and Organisational Development, as required.
3. Lead on learning and organisational development projects and issues across the Council, working closely with senior managers to identify development needs and create interventions that are aligned to the organisation's vision and corporate plan.
4. Develop and implement a range of programmes and initiatives that will grow the skills and capability of the workforce, either through direct delivery or commissioning.
5. Develop and maintain performance development schemes, ensuring outcomes are evaluated and used to plan future learning and development programmes.
6. Produce management reports, plans and briefings, and deliver presentations to senior managers and Members, as required.
7. 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.
8. Manage the provision of coaching and mentoring solutions.
9. Responsible for the procurement, management, and monitoring of a range of contracts and services in relation to learning and organisational development provision.
10. Build and maintain constructive relationships with Trade Unions, leading on corporate consultation or negotiation for areas of responsibility as appropriate.
11. Responsible for continually developing own skills and professional development to maximise personal contribution to the role and wider team.



# Personal Specification



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<b>Directorate:</b> Resources	<b>Reports to:</b> Head of Learning and Organisational Development	
<b>Grade:</b> PO6 (Indicative)	<b>Post Number:</b> TBC	<b>Evaluation Number:</b> TBC
<b>Date last updated:</b> April 2023		

## IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

## EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

## PROTECTING OUR STAFF AND SERVICES

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

CRITERIA	METHOD OF ASSESSMENT
<b>KNOWLEDGE:</b>  Considerable knowledge of key issues and developments relating to learning and organisational development	Application and interview
<b>EDUCATION/QUALIFICATIONS</b>  MCIPD, or equivalent	Application and interview

<p><b>SKILLS AND ABILITIES:</b></p> <p>Excellent interpersonal skills to engage, communicate and influence</p> <p>Able to form effective working relationships with colleagues, managers and apprenticeship providers and colleagues in other local authorities</p>	<p>Application and interview</p> <p>Application and interview</p>
<p><b>EXPERIENCE:</b></p> <p>Significant experience of designing and successfully implementing learning and organisational development interventions within a large complex organisation</p> <p>Experience of supporting change projects in large, diverse organisations</p> <p>Experience of managing a portfolio of learning and development projects. Able to create delivery plans and implement.</p> <p>Considerable experience of engaging and influencing others</p> <p>Experience of commissioning and procuring services</p> <p>Experience of managing staff</p>	<p>Application and interview</p> <p>Application and interview</p> <p>Application and interview</p> <p>Application and interview</p> <p>Application and interview</p>
<p><b>PERSONAL STYLE AND BEHAVIOUR:</b></p> <p>Self-motivated, well organised, and able to work on several projects at once</p> <p>Ability to work flexibly within a changing environment clarifying and solving problems as they arise</p> <p>Able to challenge resistance from others</p> <p>Evidence of having taken responsibility for own professional development</p>	<p>Application and interview</p> <p>Application and interview</p> <p>Application and interview</p> <p>Application and interview</p>
<p><b>OTHER SPECIAL REQUIREMENTS:</b></p> <p>None</p>	