

**Job Description**

**Job Title:** Learning & Development Manager

**Salary Grade:** Grade 9

**SCP:** 43 - 47

**Job Family:** Organisational Support

**Job Profile:** OS 5

**Directorate:** Quality and Performance

**Job Ref No:**

**Work Environment:** Agile

**Reports to:** HR Manager

**Number of Reports:** 1 x Apprentice

**Purpose:**

To coordinate the development of and implement learning and development plans aimed at providing a high skilled Children’s workforce that delivers outstanding practice and services to children, young people and their families to enable the delivery of service and organisational objectives.

To manage key internal and external relationships and will work in partnership across the Company to deliver effective and efficient support to policy and decision making.

To be directly accountable for the delivery of workforce learning and development pilots and packages of work.

**Key Responsibilities:**

To develop and deliver workforce and learning development plans.

To support the development and delivery of the company’s Workforce Development Strategy.

To develop workforce learning and development aimed at providing a highly skilled workforce that delivers outstanding practice and services to children, young people and their families.

To lead and coordinate workforce learning and development activities for the company.

To represent the company in key workforce development partnerships.

To implement new systems and initiatives aimed at strengthening the knowledge, skills and performance of the company.

To lead and embed the workforce development strategy into workforce development projects as required and measure the progress made and impact achieved.

To proactively work with Directors to identify development needs (including needs identified through quality assurance activity, appraisals, complaints SCRs, national and a local policy and system development) and develop the annual training and development plan.

To coordinate the delivery of learning and training requirements in order to deliver effective solutions to issues identified in strategic and local plans and to support desired outcomes, ensuring training outcomes, impacts and benefits are monitored and regularly reported.

Coordinate the workforce development programme across all areas of the company and provide a mix of delivery of training programmes, mentoring, coaching and sourcing internal and external providers, where appropriate to ensure good practice is shared.

To regularly review and produce update reports to the Senior Leadership team on the implementation and impact of workforce development initiatives and programmes measures against the workforce development strategy and plan.

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| **Statutory requirements:**  In line with the Together for Children’s Statutory Requirements, all employees should:  Comply with the principles and requirements of the General Data Protection Regulation (GDPR) in relation to the management of Together for Children Sunderland’s records and information, and respect the privacy of personal information held by Together for Children Sunderland.  Comply with the principles and requirements of the Freedom in Information Act 2000.    Comply with the Together for Children Sunderland’s information security standards, and requirements for the management and handling of information.    Use information only for authorised purposes.  The postholder must carry out his or her duties with full regard to Together for Children Equal Opportunities Policy, Code of Conduct and all other policies.  The postholder must comply with Together for Children Health & Safety rules and regulations and with Health & Safety legislation. |
| **Person Specification**  **Job Title: Learning and Development Manager**  **Role Profile reference: OS 5**   |  |  | | --- | --- | | **Essential Requirements** | | | **Qualifications**   * Educated to degree level with relevant professional qualification (CIPD Diploma in Learning and Development to level 5 or relevant equivalent). * Evidence of commitment to continuous professional development. | Application form Interview | | **Experience:**   * Proven experience in coordinating, delivering and managing learning development programs for the children’s workforce * Familiarity with e-learning platforms and practices * Proficient in MS Office and Learning Management Systems (LMS) * Excellent communication and negotiation skills; sharp business acumen | Application Form Interview | | **Knowledge:**   * Current knowledge of effective learning and development methods * Knowledge of the Children’s Workforce and training priorities * Reliable and self-reliant – will seek guidance when appropriate | Application Form Interview | | **Abilities:**   * Manage priorities and work under pressure displaying initiative and creativity * Confidence on challenging other professionals appropriately * To work alone and with a high degree of autonomy | Application form Interview | | Commitment to Equal opportunities | Interview | |