Stockton-on-Tees BOROUGH COUNCIL	**JOB DESCRIPTION**
Directorate: **Corporate Services**	**Service Area:** **People & OD**
JOB TITLE: Learning & Development Partner	
GRADE: L	
REPORTING TO: OD Service Lead	

1. JOB SUMMARY:

To work within the Organisational Development Team undertaking a varied role in providing support across a range of matters and initiatives to support the Council including training and development, apprenticeships, volunteering and work experience, and developing the Council's approach to coaching and mentoring.

You will be required to work flexibly across the People & OD Service to meet service demands and to support your own personal development.

To work across dedicated directorates and services to support SMTs and managers in implementing people strategies underpinned by data-informed decision-making.

To provide high quality advice to support talent management initiatives and foster a culture of engagement and high performance.

2. MAIN RESPONSIBILITIES AND REQUIREMENTS

1. Programme Development & Delivery:

- Lead the design, implementation, and evaluation of L&D strategies aligned with the council's corporate objectives including leadership development, digital skills, and compliance training
- Oversee the creation and maintenance of learning content, including e-learning and blended learning solutions
- Source and manage external training providers where necessary
- Ensure training is accessible, inclusive, and tailored to diverse learning styles, individual needs and aligned with service requirements
- Lead on learning and development related projects as directed such as Coaching & Mentoring Programme, Work Placements, Internships and Volunteering opportunities

		• Provide timely and professional advice to stakeholders, interpreting HR policies and procedures, current legislation, case law and codes of practice ensuring that good employment practices and legal obligations are maintained. • Promote and support the delivery of Apprenticeships across the Council to maximise levy spend and support the development of new apprenticeship positions and apprenticeships for existing employees • Support the development of a learning culture that promotes continuous improvement and professional growth across the Council
	2	Performance Management & Appraisals • Support the design, implementation, and continuous improvement of performance management • Support Managers to ensure effective appraisals processes, including goal setting feedback and development planning • Provide training and guidance on performance conversations and documentation
	3	Workforce Planning and Succession Planning • Partner and collaborate with the People & OD team and service managers to o Understand development needs and co create development plans o align learning strategies with Workforce Planning - future skills requirements, organisational design, and resourcing needs o create and maintain robust succession plans for key roles and critical functions • Support the identification and development of high-potential employees and future leaders through targeted learning and development initiatives.
	4.	Stakeholder Engagement: • Build strong relationships with internal teams and external training providers • Provide expert advice on L&D matters, including policy, strategy, and best practice • Act as a point of contact for staff queries about training opportunities and requirements • Liaise with services, teams, individuals and external providers to ensure smooth delivery of learning programmes
	5.	Project Management:

		• Lead on key L&D projects and, as required, organisational development projects • Ensure timely delivery, budget adherence, and alignment with organisational goals
	6	Innovation & Good Practice: • Stay updated on L&D trends, technologies, and best practices in the public sector • Research and introduce fresh and engaging approaches to leaning & development initiatives • Leverage digital tools and platforms (e.g., LMS, e-learning, virtual classrooms) to enhance learning delivery • Champion EDI initiatives, ensuring policies and practices promote a diverse and inclusive workplace
	7	Evaluation: • Monitor and evaluate the effectiveness of learning initiatives using KPIs and feedback • Continuously improve programs based on evaluation data and business feedback. • Report on outcomes and return on investment (ROI) to demonstrate value and inform future planning • Ensure compliance with statutory/mandatory training requirements and Council policies

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade of the job using the NJC Job Evaluation scheme as adopted by Stockton Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

The Council's Values, Behaviours and Code of Conduct - The post holder is required to carry out the duties in accordance with the Council's Values and Behaviours, our code of conduct, professional standards and promote equality and diversity in the workplace.

Corporate Parenting - As Corporate Parents, we have the same ambition and high aspirations for all children in our care and care experienced young people: that Stockton-on-Tees is a great place to grow up, where children and young people are protected from harm and supported to be the best they can be in life.

Personal Development – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition, employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

	Name:	Signature:	Date
Job Description written by: (Manager)			
Job Description agreed by: (Post holder)	……..……	……..……	……..….

Job Description updated June 2025

Stockton-on-Tees BOROUGH COUNCIL

PERSON SPECIFICATION

Job Title/Grade	**Learning & Development Partner**	**L**
Directorate / Service Area	**Corporate Services**	**People & OD**
Post Ref:		

	ESSENTIAL	**DESIRABLE**	**MEANS OF ASSESSMENT**
Qualifications	CIPD Level 5 qualification or equivalent work experience,	Coaching qualification (or willing to work towards)	Application form
Experience	Experience of working within a complex organisation and building strong working relationships at all levels Experience in designing, delivering, and evaluating learning programs Experience of working as part of a team	Local Government or Public Sector experience Experience with Learning Management Systems (LMS), e-learning authoring tools, and virtual learning platforms Experience supporting organisational change through learning and development initiatives	Application / Interview

Knowledge & Skills	Knowledge of learning & development initiatives, employee wellbeing and employability support Excellent communication, interpersonal, delegation and project management skills Ability to analyse data and use insights to drive decision making IT skills including Microsoft Office. Excellent communication skills both written and verbal Problem solving skills Excellent organisational skills in order to deal with conflicting priorities and meet deadlines		Application / Interview
Specific behaviours relevant to the post	Demonstrate the Council's Behaviours which underpin the Culture Statement Ability to handle difficult situations Resilient Ability to work independently and use your own initiative Proactive in dealing with issues and projects Ability to work corporately		Application / Interview
Other		Independent travel.	

Person Specification updated June 2025

Stockton-on-Tees BOROUGH COUNCIL	**KNOWN RISKS FOR THIS ROLE**
DIRECTORATE: **Corporate Services**	**SERVCE AREA:** **People & OD**
JOB TITLE: L&D Partner	
GRADE: L	
JOB LOCATION / BUILDING: Dunedin House	
REPORTING TO: OD Service Lead	

The following are the known risks for this role as identified through a Risk Assessment. More than one risk may apply. Where there are no known risks this will be indicated.

Known Risks - which require Baseline Health Surveillance Screening before or at start of employment and ongoing health surveillance with Occupational Health		
Known Risk	**Yes**	**No**
Noise: Employee Is likely to be regularly exposed to noise above the exposure action level. (Daily or weekly exposure of 85dB)		
Vibration: Employee will be exposed to vibration above the daily Exposure Action Value (EAV) of 2.5m/s2 A(8) 9		
Respiratory: Employee will be exposed to Hazardous Substances such as machine generated wood dust, mineral dust, solder flux, glues, resins, cutting oils, latex. (Those working with respiratory/skin irritants or sensitizers as defined by COSHH)		

Known Risks which require a Medical Assessment with Occupational Health prior to starting employment and ongoing assessment during employment.		
Known Risk	**Yes**	**No**
HGV/LGV/Fork Lift Truck/Passenger Carrying Vehicle/Minibus (Group 2) Licence Drivers: Employee will be required to drive an HGV/LGV/FLT/PCV/Minibus.		
Asbestos: Employee likely to be exposed to asbestos. Work with asbestos' includes: o Work which removes, repairs, or disturbs asbestos o Ancillary work (work associated with the main work of repair, including maintenance work on equipment) o Supervisory Work (work involving direct supervision over those removing, repairing, or disturbing asbestos)		
Known Risk	**Yes**	**No**

Lead: Employee likely to be exposed to lead or lead based products (handling, processing, repairing, maintenance, storage, disposal) The lead must also be in a form in which it is likely to be: ○ Inhaled, e.g., lead dust, fume or vapour. ○ Ingested, e.g., lead powder, dust, paint or paste; or ○ Absorbed through the skin, e.g., lead alkyls or lead naphthenate. The regulations do not apply to work with materials or substances containing lead where, because of the nature of the work, lead cannot be inhaled, ingested, or absorbed.		
Confined Spaces - Safety Critical: Employee will be required to work in a **confined space** where specialist equipment or breathing apparatus is needed.		
Working at Heights - Safety Critical: Employee will be required to work **at a height**.		
Blood-borne viruses: Employee is at risk of exposure to Blood-borne viruses e.g., needle stick injury, human bite, contact with human blood or other bodily fluids and sewerage.		

Other Known Risks		
Known Risk	**Yes**	**No**
Council Vehicles or transport that does not require a Group 2 licence: Employee will be required to **drive a Council vehicle** or **regularly transport** service users/clients/pupils in their own vehicle as part of normal duties.		
Food Handlers: Employee will be preparing and handling food *Food Handlers Questionnaire to be completed and sent to Occupational Health*		
Night Workers: Employee will be regularly working at night *Optional Night Worker Questionnaire available*		
Lone Working (including Home Working): Employee will be required to work alone.	**x**	
DSE Users: Employee will be required to use Display Screen Equipment (DSE) ***DSE Training and assessment should be completed on commencement – arranged by manager***	**x**	
Any Other: Please identify any other known risks associated with this job role.		

As the manager of this post, I declare that the details above are an accurate reflection of the risks associated with the post.

Signature of Manager: Liz Purdy Date: June 2025

For any queries related to this form, please refer to the Known Risk Managers Explanatory Notes, or email the Occupational Health Department: Occupational.Health@stockton.gov.uk