

Job Description

Post title	Talent Development Lead
Grade	N9
Directorate	Operations
Team	People & Culture
Reporting to	Strategic People Partner Talent and L&D
Responsible for	N/A

Job Purpose

The Talent Development Lead plays a key role in designing, delivering, and embedding high-quality learning solutions that build capability across the organisation. Working closely with the Strategic People Partner for Talent and Learning and Development, this role ensures learning interventions are aligned to strategic workforce priorities, support talent development pathways, and create a culture of continuous learning.

The role combines consultancy, instructional design, delivery, and evaluation, ensuring colleagues have access to effective, engaging, and future focused development experiences.

Duties and responsibilities

Listed below are the responsibilities this role will be primarily responsible for:

Learning Design & Delivery

- Design, curate, and deliver high quality learning solutions (virtual, in-person, and digital) that address capability needs across the organisation.
- Develop blended learning content using evidence-based methodologies (e.g., 70:20:10, adult learning theory, performance consulting).
- Facilitate workshops, masterclasses, and learning events with confidence and impact.
- Tailor content to different audiences, ensuring inclusive, accessible learning experiences.

Stakeholder Engagement

- Work closely with the Strategic People Partner to understand organisational priorities and translate them into learning solutions.
- Provide expert advice to leaders and managers on learning approaches, tools, and best practice.
- Build strong relationships with subject matter experts to co-create content and programmes.

Talent & Capability Development

- Support the creation and delivery of talent development pathways (e.g., leadership, early careers, technical capability frameworks).
- Contribute to talent initiatives by designing learning interventions that accelerate growth and performance.

Learning Evaluation & Data

- Measure the impact of learning using evaluation frameworks and data-driven insights (e.g., participant feedback, skills analytics, performance outcomes).
- Continuously improve learning content and programmes based on evidence and feedback.
- Support reporting to measure success and alignment with strategic workforce priorities.

Digital Learning & Systems

- Use learning technologies (LMS/LXP, digital design tools, e-learning platforms) to create and maintain engaging digital content.
- Ensure digital learning materials are up to date, relevant, and user-friendly.
- Champion the use of digital solutions to scale access to learning across the organisation.

Continuous Improvement & Innovation

- Stay up to date with trends in learning, talent, and organisational development.
- Introduce new methodologies, tools, and practices that enhance the learning offer.
- Contribute to a culture of curiosity, growth, and continuous professional development within the workforce
- To promote and implement the Combined Authority's equal opportunities policies in all aspects of employment and service delivery.

Organisational responsibilities

- **Communication**

We communicate effectively with our peers, partners and local authorities and work collaboratively to provide the best possible outcomes. Communication between teams, services and partner organisations is imperative in providing the best possible service to the region.

- **Confidentiality**

All members of staff are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work.

All members of staff must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and in using organisation information assets.

- **Health, Safety and Wellbeing**

We take responsibility for health, safety and wellbeing in accordance with the North East CA Health and Safety policy and procedures.

- **Performance Management**

We promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. You will contribute to the organisation's appraisal processes to ensure continuous learning and improvement and to increase organisational performance.

All members of staff will receive appraisals and it is the responsibility of each member of staff to follow guidance on the appraisal process.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by their manager.

Values and Behaviours

Our values and behaviours are the things that are important to us, individually and as a team. They articulate the way we want to conduct ourselves. Combined, they work together to make us who we are and we use them to anchor all that we do. The North East CA values are:

- Strive for brilliance
- One team
- Drive sustainability
- Make it happen
- Be inclusive

Equalities and Diversity

We are committed to creating a fairer North East where everyone can thrive with aspirational jobs, new skills, and better homes. All employees are responsible for taking proactive steps to eliminate discrimination, advance equal opportunities and foster good relationships in every aspect of their work.

Special requirements of post

- **DBS**

This post is not subject to a disclosure.

- **Politically restricted**

This post is not designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State.

Person specification

Job Title: Talent Development Lead

The following criteria will be used to shortlist at the application stage and will be further explored at the interview stage.

	Essential	Desirable
Qualifications	- Relevant qualification in Learning & Development, Education, Organisational Development, HR, or a related discipline (e.g., CIPD Level 5 or equivalent). - Evidence of ongoing professional development in learning, facilitation, or digital learning.	- CIPD Level 7 or equivalent postgraduate qualification in L&D/OD. - Qualification in coaching, facilitation, or instructional design. - Certifications in digital learning tools (e.g., Articulate, Synthesia e-learning development).
Experience	- Experience designing and delivering learning solutions for varied audiences. - Experience in designing and delivering leadership programmes - Demonstrable facilitation experience in both virtual and in-person formats. - Experience translating organisational or team needs into targeted learning interventions. - Experience evaluating learning programmes and using data to inform improvements.	- Experience contributing to talent programmes (leadership, early careers, capability pathways). - Experience working within a complex, multi-stakeholder or public sector environment. - Experience using learning technology platforms (LMS/LXP) and digital content creation tools.

	• Experience working collaboratively with stakeholders and subject matter experts.	• Experience supporting change, organisational development or culture initiatives through learning.
Skills and Knowledge	• Strong knowledge of adult learning principles and evidence-based learning design. • Excellent facilitation skills with the ability to engage and influence learners. • Strong communication skills (written and verbal) with the ability to adapt style to audience. • Ability to analyse data, evaluate impact, and present insights clearly. • Digital fluency, including use of online learning tools and Microsoft 365. • Strong planning, organisation, and time-management skills.	• Knowledge of talent development frameworks • Understanding of behaviour change, coaching approaches, and performance consulting. • Knowledge of inclusive learning design and accessibility standards (e.g., WCAG). • Ability to design blended learning journeys using varied modalities.
Personal Qualities	• Curious, proactive, and committed to continuous improvement. • Collaborative and able to build effective relationships at all levels. • Empathetic and people-centred, with a passion for developing others. • Confident, adaptable, and comfortable working in a fast-paced environment.	