



Bishop Grosseteste University

Job Description

Job Title:	HR Learning and Organisational Development Partner
Department:	Human Resources
Grade:	Grade 6
Accountable to:	Head of HR
Responsible for:	n/a
Job Purpose	
Develop and implement a strategically aligned service for learning, performance, and organisational development initiatives. Ensuring employees are developed and supported to enhance individual and team performance, thereby contributing to the achievement of the University's strategic objectives.	
Collaborate closely, collegially, and flexibly with University leaders, managers, and HR team members to achieve excellence in people management and development.	

Key Duties and Responsibilities:

Specific tasks:

- To build and promote a strong learning culture.
- Collaborate with the wider HR team and relevant stakeholders to influence and actively participate in the design and implementation of learning and development activities.
- Work closely with management to align workforce planning with the University's strategic goals. This includes identifying future workforce needs based on business objectives.
- Support the Head of HR and collaborate with HR Business Partners to conduct a comprehensive learning needs analysis across the University, identifying all training and development requirements.

Induction

- Maintain and develop the organisational induction policy and programme, ensuring that new staff are effectively supported into the University and their role;
- Support and guide leaders and managers across the University to ensure that new staff are appropriately inducted and mentored, with high expectations of performance established and maintained.

Performance Management

- Maintain, develop, and monitor the University's appraisal process, ensuring that key performance objectives are established along with an up-to-date development plan, embedding CPD and ensuring the quality of appraisal documentation;
- Test, roll out and provide ongoing support for online appraisal system;
- Develop a range of strategic performance and development initiatives that support a high-performance culture within the University.

Leadership and Management Development

- Support the development and roll-out of initiatives to enhance leadership skills and capabilities across the organisation;
- Participate in the planning and delivery of interventions that motivate and encourage accountable and confident leadership.
- Create leadership development programs that address the unique challenges faced by diverse leaders and promote inclusive leadership practices.

Strategic Workforce Planning

- Collaborate on Workforce Strategy: Work closely with management to align workforce planning with the University's strategic goals. This includes identifying future workforce needs based on business objectives.
- Forecasting and Analysis: Use data analytics to forecast workforce requirements, identify skill gaps, and predict future talent needs. Provide insights to senior management to inform decision-making.
- Work with management to redesign organisational structures for better efficiency and effectiveness. This includes job analysis and role design to ensure the right people are in the right roles.
- Develop organisational development strategies that explicitly include goals for enhancing equity, diversity, and inclusion within the University.

Talent Acquisition and Retention

- **Develop Recruitment Strategies:** Create targeted recruitment plans to attract the right talent. This involves working with line managers to understand their specific needs and ensuring a diverse talent pool.
- Ensure that succession planning processes are equitable and provide opportunities for diverse talent to advance within the University.
- **Retention Programs:** Implement retention strategies to reduce turnover and retain key talent. This includes developing career development programs and succession planning.

Learning, Development & Training

- Plan and organise training schedules;
- Undertake internal diagnosis and develop, design, and implement staff development programmes that fit with business plans;
- Understand strengths, weaknesses, and development needs across the organisation;
- Understand adult learning styles, training design, group dynamics, interactive learning methods and group facilitation to enable the best approach and design of OD plans and activities;

- Work with line managers on the design and delivery of appropriate and relevant Personal Development Plans for their staff; agree interventions and support for such plans;
- Advertise available training opportunities to employees and providing necessary information;
- Develop and deliver training programs focused on EDI to educate employees and managers about the importance of diversity and inclusion and how to foster an inclusive workplace;
- Evaluate learning development activities at individual, team, and university level;
- Work in partnership with The Hub supporting the delivery of high-quality teaching and learning support to Academic staff.

HR Team

- As part of the HR team, manage, develop, support, and implement key objectives, policies and initiatives and promote strategic, business-focused ways of working, reviewing performance and driving improvement;
- Represent the department at University committees/forums if required;
- Assist the Head of HR and the wider team with strategic planning, policy development and projects as required.

Self

- Ensure the confidentiality of records and the security of resources for which the role is accountable;
- Create a strong presence within the University and have the ability to maintain this under pressure. Use excellent influencing skills to challenge and change others' perceptions about problems and issues;
- Lead by example to inspire improvement in others, achieving results through communication, collaboration, and motivation;
- Keep abreast of current trends and thinking within the field of Learning and Organisational Development, and best practice within human resources management;
- Develop and maintain strong relationships with a wide range of stakeholders, partners, and colleagues, both internally and externally. In addition to the above areas of responsibility the position maybe required to undertake any other reasonable duties relating to the broad scope of the position.

HEALTH AND SAFETY

To comply with the University's Health and Safety Welfare Policy, legislation, and practice.

GENERAL

To maintain professional standards in relationships, including non-discriminatory practices.

To adopt a client-centred approach and to deal promptly and considerately with members of the public, staff, and students.



To undertake any other duties as may reasonably be required, including assisting, and supporting colleagues in their work, providing absence cover, and undertaking administrative duties appropriate to the role and departmental requirements.

MAIN CONTACTS

- Head of HR
- HR Business Partners

LIMITS OF AUTHORITY

The post-holder must operate within the University's guidelines, procedures, and regulations.

The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.

PERSON SPECIFICATION

HR LEARNING AND ORGANISATIONAL DEVELOPMENT PARTNER

	Core	Supplementary
Education/Qualifications/ Experience	<p>Educated to first degree level or equivalent through experience.</p> <p>Proven experience as an L&D professional, Training Manager or similar.</p> <p>Evidence of continuous professional development.</p>	<p>Member of the Chartered Institute of Personnel and Development or equivalent.</p> <p>Masters in HRM/OD or related field.</p> <p>Experience within the HE sector.</p>
Knowledge and Skills	<p>Demonstrable record of achieving excellence in Learning & Development.</p> <p>Good knowledge of the Learning Cycle.</p> <p>Facilitation / training delivery experience.</p> <p>Knowledge of best practice in learning and organisational development.</p> <p>Ability to understand, manipulate, analyse, and present data.</p> <p>Ability to research, analyse and present written information.</p> <p>Excellent training delivery and facilitation skills.</p> <p>Ability to establish effective working relationships with colleagues, managers, employees, and their representatives.</p> <p>Ability to coach and develop team members and managers.</p>	<p>Experience of managing Learning/OD projects.</p>

<p>Personality Attributes</p>	<p>Conscientious, enthusiastic, and self-motivated.</p> <p>Methodical with an eye for detail.</p> <p>Ability to deal professionally and empathetically with staff at all levels and with students.</p> <p>Pro-active, motivated, and flexible.</p> <p>Reliable and approachable.</p> <p>Able and willing to multi-task.</p> <p>Able to work with tact and diplomacy and have negotiation skills.</p> <p>Flexible in approach to work and willing to undertake further training as required.</p> <p>Able to work alone and within a team.</p> <p>Discretion when managing confidential and highly sensitive information.</p>	
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