

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Learning and Organisational Development Partner
<b>MANAGED BY:</b>	Head of People & Assets
<b>GRADE:</b>	G10

### BACKGROUND

The West of England Combined Authority is seeking to appoint a Learning and Organisational Development Partner to join the HR team.

This is an exciting time to join the West of England Combined Authority. In the last year nearly three quarters of a billion pounds of new investment has been secured for the region. New plans are in place to deliver on Mayoral priorities to improve transport, skills and housing for our residents, take decisive action to tackle the climate emergency, and to support communities facing the cost-of-living crisis. There is a relentless focus on delivery to put the West of England on the map for regional, national and global success.

Led by the regional Metro Mayor, the West of England Combined Authority brings together three local councils, the Local Enterprise Partnership and works with communities, other public services, and industry to deliver for the region.

Come and help shape the future of the West of England, a place so many people are proud to call home.

### THE ROLE

Reporting into the Senior Business Partner, and working closely with all HR stakeholders as well as senior stakeholders within the Combined Authority, the post holder will lead on identifying, designing, delivering and evaluating innovative learning and organisational development (OD) solutions in support of the delivery of the HR strategy. You will lead and contribute to a variety of workstreams and projects, building capability throughout the organisation, supporting cultural and behavioural change, leadership development and enhancement in wellbeing, diversity and inclusion.

## KEY RESPONSIBILITIES

- Develop a range of strategic performance and development initiatives that support a high-performance culture within the Combined Authority, supporting all staff to develop the skills and behaviours necessary to deliver on the Mayor's priorities
- Lead the roll out of development initiatives to enhance leadership skills and capabilities across the Combined Authority
- Plan and deliver / identify methods of delivery of interventions that motivate and encourage accountable and confident leadership
- Undertake internal diagnosis and develop, design and implement staff development programmes that fit with the Combined Authority's business plan, the HR strategy, and learning needs identified within PDRs and other method
- Understand strengths, weaknesses and development needs across the Combined Authority
- 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 alongside the Internal Communications lead to develop and roll out a programme of staff engagement activity
- 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
- Alongside the Resourcing Manager, lead on the development of a range of alternative routes to employment - including apprenticeships, internships and a graduate scheme
- Research and promote available training opportunities to employees and providing necessary information
- Evaluate learning development activities at individual, team and organisational level
- In conjunction with the Head of People & Assets, support and manage the L&OD budget effectively with cost efficiency in mind
- Understand, promote and/or develop OD plans and initiatives that enhance the Combined Authority as an employer of choice and that enhance organisational culture
- Be an ambassador and lead in activities that creating an engaging environment that supports employee satisfaction and retention
- Continuously look for performance improvement opportunities, forming solutions and innovative ways to improve working methods (both internally within HR and across the wider business)
- Oversee the HR Learning and Development opportunities, including recruitment and induction, and support the HR team in the creation and review of learning provided by the HR team.
- Oversee the Combined Authority's appraisal process (PDRs), and review, develop and monitor relevant initiatives that ensure key performance objectives are established, development plans created and reviewed, and ensuring quality of the PDR paperwork.

## PERSON SPECIFICATION

### ESSENTIAL (MUST HAVE)

#### Qualifications and Knowledge

- Educated to first degree level or equivalent through experience
- Extensive knowledge and experience of the full learning cycle
- Membership of the Chartered Institute of Personnel and Development (CIPD), or able to demonstrate equivalent professional experience

#### Experience

- Organisational development and design experience with experience in leading teams
- Demonstrable experience of delivering and embedding L&OD objectives, priorities, and deliverables
- Experience of leading on culture change initiatives, with a proven ability to develop and embed effective ways of working and professional behaviours
- Designed and delivered either internally or with external provider, a tailored learning and development programme.
- Experience of evaluating learning interventions and their impact on improved performance
- Experience of managing projects alongside other priorities to deadline

#### Skills and Competencies

- Ability to establish effective working relationships with colleagues, managers, employees and their representatives.
- Ability to research, analyse and present written information
- Excellent training, delivery and facilitation skills
- Strong communicator, both verbal and written, with a range of customers including managers, employees and suppliers
- Coaching and mentoring skills, ability to engage the learner and impart knowledge in a creative and inclusive manner.
- Ability to understand, manipulate, analyse and present data.
- Ability to translating customer requirements into training and creating logical and innovative solutions to complex problems.
- Ability to conduct training needs analysis and link needs to business objectives at organisational, team and individual level

### DESIRABLE

- CIPD Level 7 or equivalent experience
- Experience of working within a HR function within a public sector organisation

## REWARDS AND BENEFITS

Alongside a competitive salary, we offer an excellent benefits package including:

- 25 days Annual Leave plus bank holidays (26 days from the 1 April 2023)
- Generous Employer-Contribution Pension Scheme through the Avon Pension Fund
- Cycle to work scheme and secure bike parking
- Free eye tests for all display screen equipment (DSE) users
- Discounted monthly bus tickets
- Hybrid working to split your week between the office and home to help you achieve the best work/life balance and career goals.

We have recently moved into a new bright, airy, modern office space, with all latest technology, under a 10 minute walk from Bristol Temple Meads Train Station. We offer flexible and hybrid working options too if you would rather work from home, or another suitable location.

*As an equal opportunities employer, we invite applicants to contact us to identify any additional support they may need during the recruitment process.*

## WE PAY THE LIVING WAGE

We're proud to have been accredited as a Living Wage Employer

Living Wage accreditation means that everyone working at The West of England and Combined Authority receives a minimum hourly wage of £14.21- higher than the government minimum for over 23s, **currently £9.50 per hour**

It also means that anyone who provides services to, or has contracts with us, must pay the Living Wage, setting the bar for good employer practices in the region. This includes those who provide services to The West of England and Combined Authority, such cleaning and facilities management contracts, as well as those who have contracts with us - such as IT providers.



