

JOB DESCRIPTION

Job Title: Staff Development Business Partner

Grade: Grade 5

Responsible to: Head of Employee Relations and HR Business Partnering

Job Purpose:

To lead the development and implementation of FX Plus' learning and development strategy that supports a culture of employee engagement and high performance. This includes providing inhouse development expertise to design and develop bespoke development activities and delivering training as well as ongoing oversight of the mandatory training.

It also encompasses advising and supporting heads of Service, the Managing Director, Human Resources Business Partners (HRBPs) and staff with organisational development expertise at an operational and strategic level. In addition it involves applying professional knowledge and experience to support managers and leaders to work effectively in a changing and demanding commercial environment.

Main Duties and Responsibilities:

Development of learning and development intervention

Provide one to one consultancy to and support for all levels of managers.

As a Learning and Development expert, work closely with key staff and interpret Service needs to create a high quality development provision aligned to FX Plus' Service Delivery plan.

Lead on the research, design, delivery and evaluation of learning and development courses and bespoke events using a range of appropriate delivery methods, identifying best practice and working within an organisational development agenda. Analyse and act upon findings. Where required, produce reports, make recommendations and/or present a business case to relevant stakeholders based on findings.

Source external providers, ensuring value for money. Produce specifications and run competitive mini tenders as required. Ensure compliance with processes and procurement frameworks and manage supplier relationships.

Proactively work with the wider Talent Management team to set up appropriate logistics including room layouts, equipment etc to back up the running of successful events.

Develop appropriate networks that enable the best quality training providers and gain exposure to new learning and development approaches and tools

including attending relevant networking events, conferences and use of CIPD and equivalent materials.

Lead and facilitate the implementation of specific policies and interventions through training and development events.

Lead the development of new and inexperienced managers with a bespoke management programme that enables increased confidence, skill and knowledge in managing their teams in accordance with policies and procedures.

Talent development and Succession planning

Work with HRBPs, key stakeholders, to support and input to the development of a Talent Management framework to identify staff with the capacity and motivation to develop and be promoted within FX Plus.

In liaison with key stakeholders, ensure a process of Training Needs Analysis approach that underpins the Talent Management and Succession planning strategies.

Proactively maximise the opportunities provided by the Apprenticeship levy to promote internal development posts within each Service area and proactively work with key internal and external stakeholders to enable the acquisition of skill based qualifications for relevant internal staff and newly recruited apprentices.

Proactively lead and work with relevant key stakeholders to develop more formal Student Internship. Create closer links within Falmouth University and University of Exeter to enable and promote a strategy that supports student employability and mutual opportunities within FX Plus.

Work closely with HRBPs, Senior Executive Team directors and senior managers and key stakeholders within the HR team in the development of succession plans that support sustainable and effective teams.

Actively promote, develop and support annual Performance Development Reviews and work with key stakeholders to tie in Service and team learning and development needs with the Staff Development annual plan and budget.

Develop an approach to identify career paths for key roles.

Bespoke development support

Acting as an internal training consultant, work with the relevant stakeholders to understand the context and identify the desired outcomes.

Consult closely with Senior Executive Team directors and managers to provide inhouse learning and development provision for bespoke events with teams and departments, using a variety of tools and psychometrics eg MBTI, TMP.

Develop and maintaining a self sustaining programme of Action Learning Sets. Promote the internal Coaching network to support staff according to need e.g. within a time of change, career development, performance enhancement.

Proactively engage with other learning and development professionals in HE and Service organisations to share best practice, resources and to provide a wider support to a Community of Practice.

Lead on the ongoing development, design and spread of the Geared for Growth Leadership programme for all managers. Evaluate impact and recommend learning and development interventions that meet manager, team and organisational needs according to the Service Delivery plan.

Mandatory and essential training

Work closely with the Talent team and oversee the monitoring and data analysis for completion of the mandatory module.

Work closely with the Talent team on the development of the mandatory and essential training provision and explore the best training methods to achieve the desired outcomes to comply with legislative and organisational requirements and agreed levels of service.

Planning and budget responsibility

Plan and regularly review the annual learning and development plan that is closely aligned with organisational objectives and linked to each Service's delivery needs by working proactively with the Service directors and key stakeholders.

Propose annual central budget for staff development and closely monitor and evaluate its expenditure throughout the financial year.

Advise and oversee the administration of the devolved learning and development budget for each Service area and monitor its expenditure via termly analysis of Service spend submitted. Report expenditure to the Managing Director and Service directors.

Work with the Talent team to create an efficient reporting schedule of expenditure for Service areas.

Induction

Work closely with the Talent team to coordinate and co-deliver termly Welcome events for all new staff.

Advise and support the HR team in providing structured Induction programmes that enable effective staff integration to FX Plus.

Actively promote and raise the profile of StaffPlus to make staff aware of the opportunities and support available for personal and professional development in line with Service Delivery plan.

Close working with the Managing Director and SET directors

Lead on the development of learning and development plans and policies in line with FX Plus' Service Delivery plan as required. For example Talent Management and Apprenticeship frameworks.

Provide ongoing input to develop and continuously improve the learning and development processes.

Regularly present to the Senior Executive Team on a variety of organisational and learning plans. For example results of learning and development intervention evaluations and make recommendations that will underpin employee engagement and high performance.

Proactively support the development of the Senior Executive Team and the Managing Director by designing and commissioning tailored team and individual development interventions.

General Duties and Responsibilities

To maintain a first class level of customer service ensuring that all customers are treated efficiently and in an appropriate manner.

To participate in the Annual Performance Development Review Process.

To actively support equality and diversity policies of Falmouth Exeter Plus.

To attend training courses as identified and agreed for appropriate development.

To promote the Falmouth Exeter Plus Environmental Policy by implementing working practices and procedures that ensure a sustainable approach to the use of resources and that resources are disposed of in an efficient and environmentally friendly way.

Working within the Health and Safety at Work Act, the post holder has a legal duty to take reasonable care for Health and Safety both for themselves and others who may be affected by their actions.

They are also required to undertake Health and Safety training commensurate with the level required by the post and to take part in risk assessment procedures and the implementation of agreed recommended work practices within the area.

Undertaking other duties not specifically stated which from time to time are necessary without altering the nature or level of responsibility.

PERSON SPECIFICATION

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Attributes	Essential Requirements	Desirable Requirements
Education / Qualifications	<p>Qualified to degree level or equivalent level qualification or experience.</p> <p>Teaching qualification e.g. PGCE</p> <p>CIPD or equivalent</p>	<p>Masters in HR Management</p> <p>Management qualification or experience.</p> <p>Member of the British Psychological Society</p>
Experience / Knowledge	<p>Developing a funded learning programme and managing the budget</p> <p>Coach</p> <p>Developing and delivering a variety of training interventions</p>	<p>Management coach</p> <p>Setting up/ running Action Learning Sets</p>
Skills / Personal Requirements	<p>Maintaining a focus on the customer needs and assessing them being met</p> <p>Building good working relationships with internal and external stakeholders.</p> <p>Managing a varied and changeable workload. Self directed and team oriented</p> <p>Self directed and team oriented</p>	<p>Working with/ accredited to use a variety of psychometric tools</p>