



**Job Description:** Continuous Professional Development and Learning Lead – Permanent

**Function:** People Operations

**Reporting to:** Chief People Officer

**Manager to:** Digital Professional Development Officer

**Salary:** Circa £50,000 including London weighting

**Base:** Based Waterloo, with travel to North Kensington and Chelsea required, some home working available on ad hoc basis

**Hours of work:** 36 hours per week

#### **ROLE PURPOSE**

- A. To support the Chief People Officer and work in partnership with College leaders and managers to identify staff learning and development needs, create and deliver development programmes and professional CPD and ensure our staff are equipped with the knowledge, skills and experience they need to deliver an excellent student experience.
- B. To support the Chief People Officer in initiatives focused on employee engagement; organisational culture; equality, diversity and inclusion; strategic succession planning; and, talent management, acting as the operational lead in implementing initiatives.

#### **MAIN ACCOUNTABILITIES**

## **Learning and Development**

1. To act as the operational lead for all learning and development activity within the organisation, carrying out College wide learning needs analysis, translating these into training and learning initiatives and evaluating the impact of such initiatives
2. Ensuring comprehensive records of mandatory training completion rates and other learning undertaken is maintained, working towards the provision of individual learning records.
3. To develop, maintain, publish and deliver a College-wide annual learning and development plan for the College, drawing together intelligence relating to learning needs from quality and performance review activities, management feedback, personal appraisal and team based learning needs.
4. Work with curriculum colleagues across the College and the Learning and Teaching Sub Committee to support the delivery of teacher continuous professional development plans.
5. To lead the review, evaluation and reporting of all learning interventions, identifying those that are effective in supporting our colleagues to deliver excellence.
6. Provide expert facilitation, coaching and personal and team development to improve team effectiveness and to enable people in the organisation to deliver the organisation's objectives
7. Develop , deliver and evaluate the impact of a College induction day with associated "corporate" and local induction programme for new staff
8. Working with the Chief People Officer, establish and implement management and leadership development programmes for colleagues at all levels within the organisation.
9. Build communities of learning amongst peers, sharing learning and building a "one College" culture of collaboration.
10. Working with the Chief People Officer, undertake employee engagement activities including analysing and responding to the staff and pulse surveys, working to develop our organisational culture, undertaking focus groups and ensuring the communication routes within the organisation provide strong opportunities for two-way feedback.
11. To support the development of learning related people management metrics, establishing regular data reports and analysis to inform People Operations support and work.

12. To support the development of a talent and succession plan to ensure talent is retained and developed.

### **Employee Engagement and Culture**

13. Under the guidance of the Chief People Officer, to develop our culture, values and behaviours, working to consistently embed them into organisational practice.

14. Oversee the revision and refreshing of the College wide and local induction processes, ensuring all new starters receive timely, useful information, guidance and support that accelerates the time until they are fully productive and ensures they experience joining Morley in a positive and engaging way.

15. To support the Chief People Officer in devising and organising the annual staff conference and staff excellence awards.

### **Equality, Diversity and Inclusion**

16. To work with the Chief People Officer and Vice Principal (Student Engagement) to develop a comprehensive strategy for equality, diversity and inclusion, identifying barriers and challenges, building confidence for colleagues to bring their lived experience to bear in how we work and developing a single action plan to demonstrably progress the agenda.

17. To act as college wide support for the EDI Impact Assessment process

18. To take a lead role in supporting the delivery of EDI action plans and ensuring that they have the desired impacts.

## **GENERAL COLLEGE RESPONSIBILITIES**

### **General College Responsibilities**

All College employees, irrespective of their role and level of seniority in the College are expected to be familiar with and adhere to these responsibilities:

- We put respect and kindness first, valuing our differences, richness of experience and the contribution we all make. We take time to get to know each other and are inclusive
- We understand and promote with staff and students the importance of safeguarding the welfare of children and vulnerable adults that they are responsible for or come into contact with
- We ensure we comply with the requirements of health and safety regulations to ensure our own wellbeing and that of our colleagues
- We promote and comply with all Morley College London policies and procedures, ensuring that our service delivery and treatment of others is fair and inclusive
- We ensure confidentiality at all times, only releasing confidential information obtained during the course of our employment to those acting in an official capacity and in accordance with the provisions of

data protection legislation

- We promote equality, diversity and inclusion principles at all times, ensuring that the College's anti-racism and EDI statements are seen in our every-day activities and behaviours
- We are consistently professional in our behaviours, ensuring that integrity is at the heart of delivering our role and demonstrably following the Morley values, putting students at the heart of all we do
- We work to maintain and build the Morley culture of learning, collaboration, creativity and growth
- We adopt a positive, "can do" and solution focused approach, supporting our students and customers and maintaining Morley's reputation for excellence in learning, inclusivity and
- We are personally committed to Continuous Professional Development, working towards annual individual learning goals and keeping up to date on developments within our professional field

**Manager Responsibilities:**

- We lead and develop our team to support them on their own professional development journey and to ensure that the team's objectives are met
- We provide consistent, objective and fair performance management through regular feedback and one to one meetings; conducting formal reviews and appraisals; setting clear objectives and managing workloads; and identifying and addressing business-focussed training and development needs
- Our management style is supportive and we coach our staff to deliver their objectives and develop in their careers.
- We proactively manage issues related to conduct and capability, ensuring that issues are dealt with in an effective, professional, focused and timely manner

**Safeguarding children and vulnerable adults:**

- To promote with staff and students the importance of safeguarding and ensure the welfare of children and vulnerable adults they are responsible for and come into contact with
- Support the Chief People Officer and Designated Safeguarding Lead in delivering ongoing training and support on safeguarding and Prevent, ensuring all staff understand their responsibilities and how to act on them.

*The lists above are not intended to be exhaustive and the post holder will be required to undertake any duties commensurate with the role*

**WORKING WITH**

The post holder will work closely with Chief People Officer, College Leadership Group, the Teaching and Learning Sub Committee, the Designated Safeguarding Lead and staff across the college.

**DBS STATUS**

This post is exempt from the Rehabilitation of Offenders Act 1974 and is regulated

activity. The post holder will be required to obtain an Enhanced DBS Disclosure, including an ISA barred list check.

## PERSON SPECIFICATION

<b>Job Title:</b>	<b>Continuous Professional Development and Learning Lead</b>
<b>Essential Criteria:</b>	
<ul style="list-style-type: none"> <li>• English and Maths GCSE grade A-C / 9 – 4, or equivalent.</li> <li>• Professional experience in a managerial learning and development role / post graduate HR/CIPD/ Organisational Development qualification</li> <li>• Experience of and a successful track record in developing and implementing organisation wide learning and development plans, working with colleagues to identify, prioritise and where necessary, translate management and staff feedback into specific learning needs</li> <li>• In depth knowledge, understanding and delivery of learning and development interventions, tailored to organisational needs</li> <li>• The understanding or experience of building succession plans and talent pipelines</li> <li>• Experience in evaluating the learning experience, identifying return on investment and recommending changes to practice to maximise learning impact</li> <li>• Excellent communication skills. The ability to effectively listen, be sensitive to the needs of others, communicate verbally, deliver presentations and produce clear and concise written documents</li> <li>• Used to working within tight budgets, thinking creatively about how to secure the best approach, maximising learning and return on investment.</li> <li>• High level analytical skills and the ability to think creatively about new ways of delivering</li> <li>• Experience or understanding of implementing employee experience, culture change and organisational development interventions that drive business improvement</li> <li>• Experience of the effective logistical management and communication of learning and development activities for different audiences</li> <li>• Passionate about equality, diversity and inclusion and demonstrable commitment to addressing issues of inequality</li> <li>• Ability to collaborate, build effective and trusted relationships and lead and manage a team including managing work to tight deadlines</li> <li>• Ability to exercise sound judgement in decision making</li> <li>• Experience of using, Microsoft Office, Management Information systems and HR systems in a Human Resources environment</li> <li>• GCSE English and Maths or equivalent A - C</li> <li>• Have a commitment to and be able to demonstrate knowledge of health &amp; safety and equality and diversity as appropriate to the post.</li> <li>• A clear understanding of Safeguarding and Prevent and the ability to create and sustain a learning environment in which the safety and welfare of children and vulnerable adults is paramount</li> </ul>	
<b>Desirable Criteria</b>	
<ul style="list-style-type: none"> <li>• Chartered member of the CIPD (MCIPD/FCIPD)</li> <li>• Qualified to use psychometric testing (BPS level 1 and 2, personality questionnaires etc)</li> </ul>	

- Experience of working in the further or higher education sector
- Coaching qualification

July 2024