

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>Senior Culture &amp; Learning Partner</b>
<b>GRADE:</b>	<b>Grade 3</b>
<b>REPORTING TO:</b>	<b>Culture Manager</b>
<b>RESPONSIBLE FOR:</b>	<b>Culture and Learning Specialists</b>

## **ROLE SUMMARY**

- Partner with the business to identify cultural change and learning needs, devising innovative solutions that deliver successful outcomes
- Act as an internal consultant, providing expert advice to leaders and managers around culture change and learning
- Drive delivery of the Workforce Strategy, enabling learning pathways that support and grow exceptional talent and strengthen the skills of our workforce for the future
- Lead the creation and delivery of a range of innovative blended learning opportunities that promote a learning culture across the organisation

## **MAIN DUTIES & RESPONSIBILITIES**

Specific objectives and deliverables will be agreed as part of the ongoing performance and development review process including specific accountabilities and performance indicators. The points below are a summary of your main duties and responsibilities:

- Lead the development and delivery of a range of culture change, engagement and L&D programmes that promote employee engagement and develop our people for the future.
- Coach, support and manage a team of Culture and Learning Specialists, planning resources and priorities, and developing the team for the future needs of the business
- Provide professional coaching and psychometric support to individuals and as part of wider initiatives as required
- Work with business leaders and the Culture Manager to identify and plan culture and learning activities that meet both current and future organisational needs

- Support the Culture Manager to set the annual budget, ensuring the effective monitoring of budget spend and promoting best value for money
- Lead the design and delivery of a range of opportunities that develop future talent
- Develop tools and processes to evaluate the impact of initiatives
- Maintain strong knowledge of funding opportunities including the Apprenticeship Levy, leading the effective use and compliance of these across the business
- Establish effective networks and partnerships with other organisations to enable the business to continuously improve and learn from best practice and current trends
- Develop and foster effective relationships with internal stakeholders, positively providing challenge and managing expectations as required
- Provide expert coaching and advice to managers around team culture, development opportunities and career pathing for their teams
- Lead and/or support key strategic culture and learning projects as required
- Be a role model for our values and behaviours, inspiring credibility, and trust
- Embed inclusive practices into all activities to ensure fairness and opportunity for all

### **ORGANISATION WIDE RESPONSIBILITIES**

- Manage health and safety issues in your area of responsibility in line with the relevant section(s) of the relevant Health and Safety Policy
- Comply with business confidentiality and information security policies, in line with GDPR and relevant legislation
- Live believe housing's values and behaviours, doing the right thing for our customers, our business, and our people
- Deliver financially viable and economically effective services, seeking to gain maximum benefit from the use of resources and increasing social value
- The duties may vary from time to time within the broad remit of your role and grade and, as such, you may be required to undertake any such reasonable and appropriate duties within the remit of relevant skills and experience



## **PERFORMANCE MEASURES**

Corporate Performance Scorecard

Business Scorecard Metrics

Compliance with legislative and regulatory standards

Adherence to Health and Safety Policy

Delivery of strategic corporate projects and team projects

Demonstrating corporate values, attitudes, and behaviours

Engagement scores

## PERSON SPECIFICATION

	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
Qualifications	Relevant level 5 qualification or equivalent professional experience.	CIPD qualification Level 5 Coaching qualification Psychometric Testing qualification	Application Form Selection Process Pre-employment checks
Experience	<p>Substantial experience as a Cultural Change and L&amp;D professional.</p> <p>Leading a team of specialists.</p> <p>Designing and delivering cultural change and employee engagement programmes.</p> <p>Practiced using cultural assessment tools and developing workplace culture.</p> <p>Expert designing, delivering, and managing a range of blended learning and talent development programmes at all levels.</p> <p>Practiced in using a range of development tools e.g., coaching, psychometric assessments etc.</p> <p>Using learning management systems and associated reporting.</p> <p>Excellent understanding of the apprenticeship levy, its application and how to maximise it.</p> <p>Leading and developing apprenticeship attraction, selection, and development programmes.</p> <p>Building and maintaining strong working relationships with stakeholders and networks.</p> <p>Budget creation and monitoring.</p> <p>Assessing learning needs and developing learning plans.</p>	Previous HR or L&D experience	Application Form Selection Process

Skills/  
Behaviours

<p>Driving a learning culture.</p> <p>Working at pace to deliver on multiple demands.</p>		
<p>Held a senior L&amp;D and/or change role in an organisation transitioning through significant culture change.</p> <p>Able to think outside the box and provide innovative ideas.</p> <p>Sees the bigger picture and translates this into operational activities.</p> <p>Identifies connections between activities and champions a one team approach.</p> <p>Highly credible to internal/external stakeholders, able to influence and challenge at a senior level.</p> <p>Strong consultation skills.</p> <p>Understanding of the psychology of change and how to apply this when developing solutions to support individuals/teams to engage with change initiatives.</p> <p>The courage to shake things up and make bold decisions.</p> <p>Competent ICT skills and the ability to analyse data to inform decisions.</p> <p>Resilient and able to adapt to and drive change.</p> <p>Takes ownership, seeks solutions to problems and makes things happen fast.</p> <p>Team player, prepared to pitch in and do what needs to be done.</p> <p>Looks to continually improve and find better ways of doing things.</p> <p>Seeks to learn and develop as a professional.</p>		<p>Application Form Selection Process</p>