



**This post is part funded by the European Structural and Investment Funds 2014 – 2020 and all activity must comply with contractual regulations.**

### **Job Description**

<b>Job title:</b>	People and Development Manager
<b>Service:</b>	Employability and Careers
<b>Reports to:</b>	Strategic Business Improvement Manager
<b>Direct reports:</b>	Training and CPD Manager Lead Internal Verifier Work-based Learning Assessors
<b>Usual office base:</b>	Regional Office
<b>Grade:</b>	<b>Employability and Careers SMG</b>

#### **Job purpose:**

The purpose of this role is to support and embed a truly vibrant and people led culture where everyone thrives, ensuring operating standards and processes are fit for purpose, agile, drive continuous improvement and able to meet the changing needs of the employability and careers directorate.

To work collaboratively with Employability and Careers Strategic HR Business Partner and corporate HR colleagues to develop and make recommendations on processes that support the overarching holistic employability and careers people strategy To align existing operational people processes into a cohesive plan that will recognise the directorate as a world class employer of choice, with a diverse workforce who are happy in their jobs, that demonstrate our corporate and business values and are equipped to deliver within their roles.

#### **Job objectives:**

1. As a member of the Employability & Careers senior management group, ensure that people decisions are aligned to business and client objectives; bringing people and development expertise, seeking out best practice and trends;
2. Work in close partnership with Contract Managers to align to the growth and people strategy, supporting the development and implementation of operating standards and processes to drive people performance and aid the achievement of contract KPIs. Identifying, quantifying and embedding people measures that truly bring a fully balanced approach to contract management;
3. Manage process audits for employability and careers to monitor compliance and measure the impact and effectiveness of people management activities, including probation, induction, and



annual performance reviews and use the results to identify opportunities to drive continuous improvement;

4. Implement talent management processes and work collaboratively with the employability and careers management team to ensure they are fully embedded to feed the succession pipeline and showcase progression development through a comprehensive internal communication plan, creating an environment where colleagues thrive, are engaged and productive.
5. Oversee the quality management of the qualifications delivered through the Assessment Centre and promote continuous improvement in all aspects of the learner journey, including monitoring outcomes for learners and timely completions.
6. Budget creation and controls, ensuring milestones related to people services budgets are achieved on time, within budget and demonstrate value for money.
7. Manage a team of experienced learning and development professionals, including Work-based Learning Assessors delivering accredited qualifications, motivating and supporting staff to deliver high quality services and achieve organisational and individual objectives.
8. Represent the employability and careers directorate across Education Development Trust as appropriate to enable collaborative, driving consistency of practice.
9. Be responsible for adhering to both local and the Corporate Safeguarding policy and procedures aimed at promoting and safeguarding the welfare of children and at-risk adults and attend mandatory child protection and/or adult protection safeguarding and prevent training.

### Scope:

The successful candidate must have access to transport and be prepared to travel based on business need.

**This job description needs to be considered in the context of a developing and evolving business and therefore the duties described above will need to be adapted to meet the needs of each project.**

### Person specification:

#### Knowledge

##### Essential:

- Relevant business degree (or equivalent experience)
- Knowledge of HR policies, procedures and best practice
- A deep understanding of the full learning cycle from needs identification through to evaluation
- Have a good knowledge of a broad range of training trends, techniques, methods and opportunities

##### Desirable

- An understanding of Apprenticeships and associated funding systems
- An understanding of assessment and verification practices and processes



## Experience

### Essential:

- Significant experience of designing, evaluating and analysing people management solutions in order to make improvements that support business delivery
- Experience of implementing talent management and succession planning strategies in complex organisations
- Experience of measuring the impact of workforce development activities and changing strategies as a result of the findings
- Experience of managing and developing multi discipline teams
- A strategic and creative thinker with proven experience of working on diverse and wide-ranging people strategies
- Significant experience of leading high performing teams that contribute to organisational objectives and show resilience in the face of changing priorities.

### Desirable

- Experience of the careers guidance and/or employability sector
- Experience of managing the delivery of nationally recognised qualifications
- Experience and success with in-house and outsourced recruitment

## Skills

### Essential:

- Proven ability to lead and influence others at all levels
- Strong negotiation skills
- Strong report writing and record keeping ability
- Ability to analyse data and produce an optimised strategy based on results
- Highly effective written and verbal communication skills
- Work collaboratively as part of a team
- Excellent organisational and time management skills
- Ability to meet deadlines and achieve targets and implement contingency plans where necessary
- Excellent IT skills – expertise in using MS Office applications, including MS PowerPoint  
Apply a flexible approach to work activities including travel as required to meet business objectives
- Display an open mind and positive attitude to work and colleagues
- Problem solving and diplomacy

***Education Development Trust are committed to safeguarding and promoting the welfare of children and service users. Applicants must be willing to undergo background checks appropriate to the post, including checks with previous employers and the Disclosure and Barring Service as required.***

### Key Competencies for the role:

Our Values	Key Competency 1	Key Competency 2
Excellence - Creating and Leading Success	Encourage a culture of creative thinking and genuinely listen to ideas from employees and stakeholders.	Produces and implements cohesive strategies and plans that add value for service users.
Integrity - Supporting and Building Trust	Commits to building working relationships based on respect and trust and makes decisions in an unbiased way.	Shows commitment to doing the right thing, consistently adhering to and role modelling the Trust's values and principles.
Accountability - Delivering and	Translates strategic priorities into clear objectives for their teams and holds them	Seeks out opportunities to give and receive feedback, encouraging openness



Improving	accountable for achieving these objectives.	and learning in a team.
Collaboration - Engaging and Partnering	Clarifies strategies and plans, giving clear sense of direction and purpose for self and team and communicating this to external stakeholders	Recognises scope of own authority for decision making and empowers team members to make decisions