



## HUMBERSIDE POLICE Role Requirement



**HR Services**  
putting people first

**Position Title:** Learning and Development Manager

**Grade:** MP4/3

**Vetting Level:** MV

**Overall Purpose of the role:**

As a member of the HR Senior Leadership Team reporting to the Head of HR this role will lead the learning and development service for the force. Managing the delivery of a professional learning and development service, developing and continuously improving the L&D strategy and creating a provision which builds capability at all levels. In supporting operational and organisational priorities, the learning agenda should be pushing technological and digital boundaries and be a leader in police training.

To represent the HR Service at external events/meetings and regional/national projects when required and in doing so act as an ambassador for Humberside Police.

**Main Tasks**

1. Design, deliver and evaluate an L&D strategic framework which supports the delivery of the Humberside Police Plan on a Page.
2. Be at the forefront of national developments, changes in Home Office guidelines and approved professional practice.
3. Maintain awareness and involvement in the national workforce agenda for policing.
4. Drive the blended learning L&D agenda forward beyond traditional methods of delivery pushing innovation and technological and digital boundaries.
5. Deliver skills data in force, ensuring recording and reporting is accurate. Provide critical analysis of L&D information to ensure intelligence led L&D interventions are in place to fill real time skills gaps as well as future gaps.
6. Deliver and manage the development of an annual costed learning and development plan.
7. Quality assure and evaluate the effectiveness of training to ensure high quality products and return on investment are delivered.
8. Consult and collaborate with internal colleagues to ensure L&D delivers credible and relevant solutions which are evidence based and directly linked to organisational development. Specifically working with HR colleagues to understand the wider workforce plan.
9. Build and maintain effective relationships with external partners, such as; HEI's/awarding bodies
10. Lead on organisational projects which are within the L&D remit.
11. Provide leadership and management to the L&D team, motivating them to delivery outstanding L&D, providing professional support and guidance as necessary to the force. Ensuring the team are appropriately supported in their wellbeing and are qualified and competent to provide quality L&D services.
12. Manage and control the training budget providing regular updates to the Head of HR ensuring that spend remains within agreed budgets. This will include exploring external funding opportunities and income generation.
13. Drives the apprenticeship agenda in force with a solution focussed approach to maximising the development opportunities for the workforce
14. Supports the Head of HR and as part of Senior Leadership Team to contribute to the strategic development of the wider HR service identifying, developing and implementing new initiatives, working practices, policies and procedures.

<b>Responsibility</b>		<b>Decision Making</b>	
<p>Overseeing the implementation of business/process improvement and promoting a strong collaborative ethic amongst L&amp;D service providers;</p> <p>Responsible for the delivery of a costed L&amp;D plan. This includes the monitoring and management of the force training budget;</p> <p>Playing a key role in enabling the organisation to achieve the aims and objectives of the Plan on a Page;</p> <p>Ensuring that risks to the Force, which may affect its ability to provide business as usual now or in the future are identified and escalated with appropriate mitigations explored at the earliest opportunity;</p> <p>Providing a role model for staff by actively demonstrating and positively promoting innovation, creativity and continuous improvement.</p> <p>As a member of Humberside Police you will accord with the Standards of Professional Behaviour, as outlined in the Code of Ethics, at all times.                      You will recognise the responsibilities of your role and act lawfully in the public interest.                      Your conduct will encourage others to have confidence in policing.                      You will have honesty and integrity and be open and transparent in your decisions and actions. You will treat people fairly and demonstrate respect, tolerance and self-control.                      You will lead our service by good example and will report, challenge or take action against the conduct of colleagues which has fallen below the standards expected.</p>		<p>Provides expert advice on all learning and development matters.</p> <p>A high level of professional judgement, initiative and expertise will be required in creating, developing and delivering the L&amp;D function. Making evidence based and service improvements recommendations to the Head of HR.</p> <p>Responsible for the day to day decision making relating to the smooth running of the L&amp;D function including decisions regarding staff performance and welfare and decisions regarding the allocation/utilisation of resources.</p>	
		<b>Additional Information</b>	
		<p><b>Designated Powers : No</b>  <b>Politically restricted : No</b>  <b>Radio Post : No</b>  <b>Uniform Post : No</b></p> <p>Will be required to travel across the Force area as necessary.</p>	
<b>Reports To:</b>		<b>Direct reports:</b>	
<p>Head of HR Services</p>		<p>New structure is in development.</p>	
<p><b>Date Approved by Manager / HR Manager:- 19.12.18</b>  <b>Manager: Sarah Wilson</b></p>	<p><b>Date WFP Approved – 19.12.18</b></p>	<p><b>Confirmed by post holder</b>  <b>Signature</b>  <b>Print Name</b>  <b>Date:-</b></p>	

**Person Specification**

		<b>Scale MP4/3</b>
<b>Attainments/ Knowledge</b>	<b>Essential</b>	Leadership and managerial experience of running an L&D service in a large organisation.
	<b>Desirable</b>	Educated to postgraduate level qualification in a relevant subject. CMI or CIPD Qualified
<b>Experience</b>	<b>Essential</b>	Demonstrable experience of leading a high performing L&D team in a complex organisation and delivering results to agreed timescales and budgets Demonstrable experience of delivering organisational objectives and service improvements. Proven ability to manage a challenging workload and plan for the future. Experience of successfully managing budgets Experience of working with External partners such as HEI's/awarding bodies.
	<b>Desirable</b>	Experience of designing, delivering and evaluating a L&D strategy for a large organisation Experience of managing successful organisational and cultural change.
<b>Skills/ Specialisms</b>	<b>Essential</b>	Strong customer focus and stakeholder management track record. Is able to build genuine and long lasting partnerships that focus on collective aims, making sure that partners feel respected and valued in the all dealings with them. Takes personal responsibility for role and function but does not let this prevent taking appropriate risk to get things done. Passion for excellence and high standards Has excellent presentation skills being able to present to a varied audience in an appropriate manner. Demonstrates effective performance monitoring and review skills.
	<b>Desirable</b>	Able to present information succinctly to different audiences Confidence to operate at a senior level Certificate in Internal Quality Assurance (IQA)
<b>Decision Making/ Problem Solving/ Planning</b>	<b>Essential</b>	Excellent analysis and interpretation skills. Displays a positive attitude and innovative approach to problem solving and is able to justifying decisions made. Is an imaginative and creative thinker who can translate theory into practice. Is willing to challenge the status quo and demonstrates a strategic approach to problem solving. Is able to deliver creative and digital L&D services. Possesses political awareness, good judgement and a strong ability to anticipate and plan for future development and options.
	<b>Desirable</b>	
<b>Codes of Ethics</b>		Code of Ethics exists when every member of staff considers the impact that their actions have on the people they serve and proactively seeks ways of improving the quality of the service that they provide. The post holder must convey both internally and externally a service based on fairness and equality and ensure they fully understand and represent the Force's values and principles at all times.
<b>Respect for Race &amp; Diversity</b>		Considers and shows respect for the opinions, circumstances and feelings of colleagues and members of the public, no matter what their race, religion, position, background, circumstances, status or appearance. Appreciates other people's views and takes them into account. Is tactful and diplomatic when dealing with people, treating them with dignity and respect at all times and is

	sensitive to social, cultural and racial differences.
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<b>This role requirement is a management document and therefore subject to change</b>
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