

## JOB DESCRIPTION

<b>Job title:</b> Staff Development Learning Manager	<b>Accountable to:</b> Head of Staff Development
<b>Contract length:</b> Permanent	<b>Hours per week:</b> 35 <b>Weeks per year:</b> 52
<b>Salary:</b> £40,454 - £48,534 per annum	<b>Grade:</b> 5
<b>Service:</b> People Department (People Strategy Hub)	<b>Location:</b> Hybrid working 50% onsite working and 50% working from home
<p><b>Purpose of Role:</b> The post holder has responsibility for the following:</p> <p>Delivery of learning programmes, projects and events aligned to UAL strategy, people strategy and University priorities</p> <p>Ensuring structures, systems and processes are in place to support a Staff Development service that is inclusive and accessible to all staff, and delivers an excellent user experience</p> <p>Providing a dedicated staff development consultancy service to a University Service Area or College alongside an HR Business Partner</p> <p>Work closely with People Strategy Hub Heads (Staff Development (SD), Equality, Diversity and Inclusion (EDI), Organisational Development (OD), and their managers to provide a cohesive People Strategy Hub service</p> <p>Build, maintain effective relationships with SD stakeholders and continuously network to extend these relationships and deepen the SD's understanding of the University's priorities and challenges</p> <p>A key adjunct to the role is the sharing and development of knowledge and expertise from the role holder to colleagues within the People Strategy Hub, HR and across UAL as required.</p>	
<p><b>Duties and Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• To support the People Strategy leadership team in the delivery of SD projects that support People Strategy priorities</li> <li>• To act in a senior consultancy role providing support and information across UAL on agreed People Strategy priorities</li> <li>• To lead the design, delivery, communication and evaluation of UAL change programmes in support of agreed People Strategy priorities</li> <li>• To coach and develop colleagues to initiate effective solutions and lead project teams to implement relevant SD solutions</li> <li>• To work with UAL technologies to promote learning and communicate development and learning activities and to use digital platforms to aid access to learning, knowledge and feedback</li> <li>• To deliver and facilitate individual and group learning including coaching, 1:1s, briefings and workshops as required by People Strategy priorities</li> <li>• To establish strong links with People Team Business Partners and HR specialists to ensure a mutual understanding of underlying stakeholder issues and priorities</li> <li>• To ensure that project action plans are developed and maintained to inform SD individual objectives and are considered as part of an overall programme of HR work for UAL</li> <li>• To build collaborative relationships with internal and external providers and partners; creating opportunities to work together, bring knowledge into the organisation and</li> </ul>	

- delivering value for money
- To develop, share and build into your practice, knowledge through research of current OD and staff development theory and practice
- To manage the budget for allocated project areas including forecasting, reporting, monitoring and evaluating cost effective business benefits

### General duties

- To undertake health and safety duties and responsibilities appropriate to the role
- To work in accordance with the University's Staff Charter and Dignity at Work Policy, promoting equality diversity and inclusion in your work
- To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities.
- To make full use of all information and communication technologies to meet the requirements of the role and to promote organisational effectiveness.
- To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations.
- To personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto.
- To engage fully with the UAL anti-racism plans, in particular in the way they relate to your areas of work.

**Key Working Relationships:** Managers and other staff, and external partners, suppliers etc; with whom regular contact is required will include:

- Individual employees
- Colleagues across HR and People Leadership teams, particularly HR Business Partners
- Head(s) / Director(s) of Service
- Director(s) of College Administration/Change/Academic Strategy
- Student Services
- Managers
- Staff Networks
- IT and Internal Communications delivery teams
- HE, SD and OD community
- SD/OD and staff development providers

### Specific Management Responsibilities:

**Budgets:** Responsibility for resources and agreed annual budget allocation for allocated project areas.

**Staff:** Working across the SD team, OD team, EDI team and HR community, leading working groups and programmes of work in line with agreed objectives. Management of SD Consultant(s) x 2, Overseeing Business Support activities

**Other** (e.g. accommodation; equipment): N/A

**Approved:** Vilma Nikolaidou  
Associate Director of HR (People Strategy)

**HERA Role Code:** 000925

**Last updated:** February 2023

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**Grade: 5**

<b>Person Specification</b>	
Specialist Knowledge/ Qualifications	<p>CIPD qualified (MCIPD) including a working knowledge of contemporary approaches to:</p> <ul style="list-style-type: none"> <li>• Staff Development</li> <li>• Change Management</li> <li>• Organisational Development</li> <li>• Leadership &amp; Management</li> <li>• Policy Development</li> <li>• Wellbeing</li> <li>• Coaching qualification equivalent to ILM level 5.</li> </ul> <p>Or a relevant OD / development and learning qualification equivalent to ILM level 5. Has appropriate levels of IT skills to enable best use of available technology and communications as necessary for the post e.g. MS Office, Email, Intranet, Web/Internet, CMS (Canvas).</p>
Relevant Experience	<p>Experience of working as an SD consultant in a large organisation including engagement, wellbeing, change projects and learning programme delivery.</p> <p>Experience of delivering large scale behavioural and culture change programmes and associated briefings, policy development and communications</p> <p>Experience of working with a range of organisational change initiatives.</p>
Communication Skills	<p>Communicates effectively orally, digitally and in writing adapting the message for a diverse audience in an inclusive and accessible way</p> <p>Has an advanced level of coaching skills and experience and is able to coach and influence stakeholders.</p>
<b>Leadership and Management</b>	

	<p>Motivates and leads effectively, setting clear objectives to manage performance. Adopts an inclusive, person-centred approach to leadership</p>
Research and Learning	<p>Has experience of researching relevant HR topics and networking.</p>
	<p>A basic understanding of research approaches</p> <p>Appropriate professional knowledge obtained from studies and the ability to select and apply relevant professional approaches.</p>
Professional Practice	<p>Is able to develop in-depth knowledge and expertise about stakeholder groups and the environment in which they operate.</p> <p>Contributes to advancing professional practice in own area of specialism, i.e. staff development, organisational development, culture change, EDI fundamentals, employee engagement, wellbeing and digital capabilities.</p>
Planning and managing resources	<p>Plans, prioritises and manages resources effectively to deliver objectives</p> <p>Is financially literate and able to set and work within agreed budgets</p>
Teamwork	<p>Demonstrates leadership abilities when working with the People Strategy Hub, across HR and UAL</p> <p>Is able to create collaboration in and between internal and external diverse teams and professional groups</p>
Student experience or customer service	<p>Builds and maintains positive relationships with colleagues across organisations. Focuses on continuous improvement and delivering an excellent user experience</p> <p>Is able to have a detailed understanding of the impact of their work, and the work of UAL, on the student and staff experience.</p>
Creativity, Innovation and Problem Solving	<p>Always takes a problem-solving approach to business issues</p> <p>Is able to deliver innovative solutions by facilitating creativity in others and introducing new ideas</p>

Please make sure you provide evidence to demonstrate clearly how you meet these criteria, **which are all essential unless marked otherwise**. Shortlisting will be based on your responses.