

JOB DESCRIPTION	
Job title: Staff Development Consultant (Learning & Events)	Accountable to: Staff Development Learning Manager
Contract length: 1YRFTC	Hours per week: 35 Weeks per year: 52
Salary: £37,532 - £45,865	Grade: 4
Service: Human Resources	Location: High Holborn 50% onsite & 50% working from home
<p>What is the purpose of the role?</p> <p>The purpose of this role is to develop learning programmes aligned to the University Strategy, the HR People Strategy and other University priorities. As part of the HR - Culture hub (formerly the People Strategy), this role will support the priorities of this hub by producing a schedule of core learning events, collaborating with HR colleagues (in the Business Partnering and HR Services hubs) on culture change projects, acting as a consultant to our internal stakeholders and clients and building close relationships with our external suppliers.</p> <p>The HR - Culture hub consists of three teams: Organisational Development (OD), Equality, Diversity & Inclusion (EDI) and Staff development (SD). The role will work on the full learning cycle of activities including designing, curating, procuring, developing, delivering and evaluating development programmes including induction, personal effectiveness, digital programmes and management and leadership development, working with subject matter experts in the EDI and digital teams as appropriate, to provide a range of activities in various formats and available on different digital platforms. This includes blended programmes, eLearning, in person and virtual group sessions and briefings. The post holder will also support the UAL Coach Network (UAL's internal network of qualified coaches) by coordinating their annual programme of learning events and activities.</p> <p>The postholder will advise on and encourage career growth across the University and contribute to the development of the HR staff learning programme.</p> <p>The post-holder will provide a consultancy service to our HR colleagues and other internal and external stakeholders, including senior leaders, HR Business Partners, line managers and staff developers.</p> <p>The postholder will play a key role in providing clarity, consistency and best practice in SD approaches for our stakeholders e.g. advising the Staff Development Forum, which connects staff developers across the University and strives to maximise connections, experience and learning experiences which support the "One UAL" ethos.</p> <p>A key adjunct to the role is the sharing of knowledge and expertise from the role holder to colleagues in HR and across UAL as required.</p>	

Duties and Responsibilities

- To act in an advisory/consultancy role providing support and information across UAL on agreed People Strategy priorities. To coach and develop colleagues to initiate effective solutions.
- To design, deliver, communicate and evaluate UAL staff development events and learning programmes in support of agreed People Strategy priorities
- Facilitate the UAL induction Welcome Event, Policy Essentials management modules and coaching briefings
- To work on the procurement, delivery and roll out of learning programmes, as required
- To design, co-design or procure, and manage the delivery and roll out of UAL-wide management and leadership development programmes
- To ensure that project action plans are put in place and relevant policy considered as part of an overall programme of HR work for UAL.
- To include UAL technologies in the promotion and communication of People Strategy activities.
- To refresh programme content to include digital platforms and social media to reinforce the HR brand and improve access to learning, knowledge and feedback.
- To deliver learning (digital and face) including 1:1s, briefings and workshops as required by People Strategy priorities.
- To coordinate the day to day operation, training, support and supervision of the internal coach network (40 coaches)
- To line manage a SD Business Support Coordinator – using coaching and mentoring skills to develop early career team members to provide administrative support and high-quality customer service to the SD team and OD team partners and stakeholders
- Working alongside an HR Business Partner to provide a dedicated SD consultancy service for that College or service, providing expert guidance/advice to the HR Business Partner
- To foster strong links with HR Business Partners and HR Consultants to ensure a solid mutual understanding of underlying issues.
- To maintain and develop collaborative relationships with internal and external providers, creating opportunities to work together including with other HEIs and external partners.
- To develop knowledge through research of current theory, legislation and other organisations practice and policy
- To oversee the day-to-day OD&SD team budget - allocating section budgets, providing mechanisms to ensure budgets are adhered to and liaising with the HR Finance Manager
- To quality-assure and deliver high customers-service standards by monitoring and evaluating relevant learning environments including bookings, set-up and materials
- Work within the University's policies and in particular to:
- Role model leadership behaviours and when needed effectively challenge colleagues to undertake health and safety duties and responsibilities appropriate to the role.
 - o Conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations.
 - o Maintain confidentiality of information in line with the requirements of the General Data Protection Regulations (GDPR).
 - o Ensure that the Human Resources Customer Services Standards (CSE) are followed when working with our stakeholders and other UAL and external colleagues.
 - o To participate in the development of the University's HR Service, to undertake continuous personal and professional development and to support the development of colleagues.

General

- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University
- 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.

Key Working Relationships

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

- People Strategy Heads: Head of Staff Development, Head of EDI & Head of OD
- HR Business Partners and Colleagues across HR
- Individual employees
- Head(s) / Director(s) of Service
- Director(s) of College Administration
- Deans
- Managers
- Trade Unions
- Staff Development Steering Group / Staff Development Forum
- Staff Developers Network
- IT and Internal Communications delivery teams
- HE staff development community

Specific Responsibilities

Budgets: Oversee and maintain resources, including budgets, allocated to People Strategy priorities. Budgets will be identified/ring-fenced sums from either the OD/SD/HR budget or other relevant UAL budgets.

Line management of an SD Business Support Coordinator

Staff/Matrix working: Leadership and collaborative approaches when working in project teams both within HR and across the university.

HERA Role Code: 001797

Approved: Andrea Farrell **Last updated:** March 2023

(Recruiting Manager)

Job Title: Staff Development Consultant

Grade: 4

(Qualities are essential unless shown as desirable)

Person Specification

Specialist Knowledge/ Qualifications	<p>Qualified or working towards CIPD or relevant training and development /organisational development qualification equivalent to ILM level 5</p> <p>Interest in coaching and /or Coaching qualification /studies equivalent to ILM grade 3</p> <p>Working knowledge of contemporary approaches within relevant specialist areas including:</p> <ul style="list-style-type: none"> • Change Management • Development and Training • Organisational Development & Design • Workforce and Talent Planning • Progression and Career Pathways • Recognition and Reward
Relevant Experience	<p>Experience of working as an SD/OD advisor in a large organisation including learning programme delivery and change projects.</p> <p>Experienced at managing multi-faceted learning or organisational development projects.</p> <p>Experience of delivering briefings, training and communications within your specialism or in collaboration with an SME – subject matter expert</p> <p>Experience of working with a range of organisational change initiatives.</p> <p>Experience of cross organisation staff engagement and event delivery.</p> <p>Experience of client consultancy – conducting learning needs analysis, advising on learning solutions, working collaboratively with HR Business Partners and senior teams</p> <p>Has appropriate levels of digital skills to enable best use of available technology as</p>

	necessary for the post e.g., MS Teams MS office 365 suite Adobe Captivate, Moodle, SharePoint, Web/Internet, CMS (Canvas).
Communication Skills	Communicates effectively orally, digitally and in writing adapting the message for a diverse audience in an inclusive and accessible way Has a high level of coaching skills and experience and is able to coach and influence stakeholders.
Research, Teaching and Learning	Has experience of researching relevant HR topics and networking. A basic understanding of research approaches
	Appropriate professional knowledge obtained from studies and the ability to select and apply relevant professional approaches.
Professional Practice	Is able to develop in-depth knowledge and expertise about stakeholder groups and the environment in which they operate. Contributes to advancing professional practice in own area of specialism, i.e. leadership and digital capabilities.
Planning and managing resources	Plans, prioritises and manages resources effectively to deliver objectives Is financially literate and able to work within agreed budgets
Teamwork	Demonstrates leadership abilities when working with the Staff Development Team, across HR and UAL Is able to create collaboration in and between diverse teams and professional groups
Student experience or customer service	Builds and maintains positive relationships with colleagues.

	Is able to have a detailed understanding of the impact of their work, and the work of UAL, on the student and staff experience.
Creativity, Innovation and Problem Solving	<p>Always takes a problem solving approach to business issues and creates opportunities to think creatively with others.</p> <p>Introduces critique, business insight and positive challenge into planning and design to deliver innovative solutions.</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.

Last updated: **27 July 2022**