

# Job specification

**Job title:** Business Partner – Workforce Development

**Service:** HR & OD

**Grade:** G10

**Reporting to:** Business Manager – OD & Strategy

## Your job

The OD & Strategy service leads and delivers key transformational and OD programmes across the Council and wider partners for our Deal 2030. You will lead a team that is responsible for interventions that help attract, retain and develop our workforce to be the best they can be, supporting our key ambitions for Deal 2030. You will work closely with our staff from across the organisation and wider partners as well as training and apprenticeship providers.

This role is an amazing opportunity to lead a great team and oversee key workforce development and wider OD projects including the transformation of our learning and development offer. You will lead a team to implement creative, high impact learning interventions and apprenticeship programmes throughout the employee experience whilst also implementing and embedding appropriate quality assurance processes to evaluate learning.

## In this job you will

Within your first 12 months you will:

- ◆ Lead on the development, launch and embedding of a refreshed leadership and management offer that supports managers and supervisors to inspire, care and engage and work across professional boundaries as part of a wider system.
- ◆ Design, develop and launch a brand new coaching and mentoring programme across the organisation.
- ◆ Oversee the design, implementation and evaluation of a 360 degree feedback tool for managers and staff.
- ◆ Lead on the design and implementation of a council-wide graduate recruitment programme, ensuring success is measured.
- ◆ Transform the customer journey for staff and wider partners accessing learning opportunities.
- ◆ Develop and implement a high quality and innovative succession planning framework that supports business needs whilst working with service leads and HR & OD colleagues to determine workforce data and formulate succession plans.
- ◆ Develop and implement a framework for the awarding of internal funding to maximise apprenticeships across the council and report against success measures.

On an ongoing basis you will:

- ◆ Lead and support individuals employed in the learning and apprenticeship work stream to ensure they are engaged, resilient, focused on the right priorities, high performing and the best they can be.
- ◆ Maximise digital solutions to improve the customer experience and measure service performance.
- ◆ Provide OD support as part of a wider offer aligned to council staff, schools and wider workforce partners.

- ◆ Ensure that the learning and apprenticeship offer supports the delivery of workforce reform across the council and partners.
- ◆ Oversee the commissioning, procurement and performance management of contracts relevant to the learning and apprenticeship strategy.
- ◆ Ensure all relevant learning and apprenticeship data returns are completed on time and shared with the appropriate bodies.
- ◆ Proactively manage appropriate learning and apprentice budgets and performance management of associated contracts.

## In this job you will need

You must be able to demonstrate the following essential requirements:

- ◆ CIPD (Level 7) or a relevant professional, academic or management qualification, or demonstrable experience relevant to the job.
- ◆ A proven track record of designing, developing and implementing high quality and innovative workforce development solutions.
- ◆ The ability to understand both corporate and directorate priorities and ensure these are fed back and link into the OD service plan.
- ◆ Experience of designing and implementing innovative and impactful OD solutions.
- ◆ Experience of leading and motivating individuals and teams to deliver key objectives.
- ◆ Experience of developing and implementing strategic workforce plans and measuring their effectiveness.
- ◆ Strong understanding of organisational development, learning interventions and apprenticeships.
- ◆ Ability to use professional influence to gain commitment and support for proposals and build positive working relationships with senior leaders, managers, staff and partners.
- ◆ Strong project management, budget management, facilitation, presentation and consultancy skills.
- ◆ Excellent writing skills with the ability to translate complex information into simple messages which are tailored to the audience.
- ◆ Excellent decision-making skills and ability to resolve complex problems.
- ◆ Evidence of the ability to measure own performance and that of the team against service plans and corporate objectives.

## Our culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **Be Wigan** behaviours.

**Be Positive...** take pride in all that you do

**Be Accountable...** be responsible for making things better

**Be Courageous...** be open to doing things differently

Individuals with line management responsibilities are also expected to ...

**Inspire...** lead by example and help others to see the big picture

**Care...** show genuine concern for people as individuals and value their contributions

**Engage...** I connect with others both within and beyond the organisation

## Staff Deal

The Staff Deal is an informal agreement with all staff. It outlines what you can expect from us, and in return what we expect from you

Our part	Your part
Provide strong, honest and visible leadership	Listen, be open, honest and friendly
Reward your commitment and hard work	Be efficient, flexible and professional
Care for your health and wellbeing	Care for your health and stay active
Listen to you and put your ideas into action	Tell us how we can improve
Support you to give something back	Give something back wherever you can
Offer opportunities to learn and grow	Take opportunities to learn and grow
Be one team, one council	Be one team, one council
Believe in you	Believe in yourself and our borough