**LONDON BOROUGH OF LEWISHAM**

**JOB DESCRIPTION**

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| Designation: | Head of Talent, Learning & Resourcing | Grade: | SMG 2 |
| Reports to  (Designation): | Head of HR | Grade: | JNC 4 |
| Directorate: | Office of the Chief Executive | Section: | Human Resources |

**Main Purpose of the job:**

1. To lead, develop and manage all aspects of the Council’s corporate learning and development and employee resourcing strategies and plans. As part of this, develop strategies which support the Council’s role as a major employer in Lewisham, especially in relation to underrepresented groups.
2. To lead and direct teams providing proactive support on all aspects of employee resourcing (covering the end-to-end recruitment life cycle), employee development and EDI, ensuring the delivery of customer focused and professional services and excellent candidate experience
3. To design, develop and commission learning and development provision that meets the needs of corporate and service priorities and enhances individual, team, and organisational effectiveness through creative, experiential and effective learning. As part of this, manage relationships with learning and development providers to ensure the delivery of effective and value for money provision.
4. To undertake client management of the Council’s agency contract, and any other interim engagements outside of this including compliance with IR35.
5. To contribute to the Council’s change agenda, working in partnership with the OD team, leading on learning and development aspects and collaborating closely with other corporate teams.
6. As a member of the HR Leadership team, contribute to the overall leadership and management of the HR function and make a proactive contribution to the development of HR strategy and policy, using data, metrics, and evidence to inform and drive decision making and change.

NB: This role will act as a DBS counter signatory

**Summary of Accountabilities and Personal Duties:**

1. Develop and deliver comprehensive and progressive employee resourcing and learning and development strategies for the Council, that maximise potential, inspire people to want to work for the Council and ensure that the right capacity is in place in the Directorates to deliver corporate and service aims and priorities.
2. Develop and implement leading edge learning and development, recruitment and talent management programmes and plans based on strong market insight, using data, metrics, and evidence to inform and drive decision making and change across the business areas. As part of this, develop and implement measures which ensure that the Council can recruit and retain staff in hard to recruit/skill shortage posts.
3. Lead the development of a strong approach to employee resourcing and development, working closely with colleagues in the HR Leadership team to ensure employee resourcing, workforce planning and learning and development is aligned across the Council.
4. Develop and maintain a strong employer brand for the Council, working in partnership with the Council’s Communications Team.
5. Lead the development of a strong learning culture, challenging and supporting colleagues to understand the benefits of embracing new ideas and innovation in their approach to learning. As part of this, lead and develop the delivery of digital learning, ensuring that current and future digital technologies are part of the Council’s Learning and Development Strategy.
6. Lead, develop and support a strong employee recognition culture across the Council, ensuring recognition is an integrated part of appraisal and performance management guidance and development activities.
7. Support the Head of HR and the Head of Strategic Transformation in the development of an approach to equality, diversity and inclusion in the workplace to support the development of an inclusive culture where individuals can thrive.
8. Lead and manage the employee resourcing and learning and development teams, ensuring the provision of pro-active consultancy services covering the end-to-end recruitment life-cycle for all permanent and fixed term hires, from initial job briefing to offer management and pre-employment vetting and all aspects of the learning cycle and EDI.
9. Develop and maintain policies and procedures for all recruitment, assessment and learning and development processes, including the content of employee resourcing, job design and learning and development information on the intranet, ensuring it is up to date, accessible and user friendly, enabling effective manager and employee self-service and self-sufficiency.
10. Ensure the effective collection and storage of employee recruitment records and documentation, including GDPR compliance.
11. Develop the Council’s corporate apprenticeship programme, ensuring the apprenticeship levy is fully utilized and that all apprentices are well supported with effective development and training plans.
12. Lead, develop and support good practice in job design across the Council, ensuring roles are well designed to ensure success in the recruitment market.
13. Develop and manage redeployment and outplacement policy and processes, ensuring that all staff are well supported.
14. Manage the Agency staff contract, undertaking quality assurance monitoring to ensure it is meeting organisational requirements. Ensure the quantitative and qualitative data from the contract provider is analysed in a timely and effective way.Lead and manage all internal and external temporary sourcing solutions outside of the Agency staff contract, including other interim engagements, compliance with IR35, and secondments
15. Manage the Council’s appointments processes for senior roles, including working with Search consultants and the Member Appointments Committee.
16. In collaboration with the Council’s Scrutiny team, contribute to the development of a framework of support for Councillors on member development and personal development plans.
17. Support the development of a working environment where every individual’s unique contribution is valued and respected, enabling all employees to thrive and achieve their full potential.
18. Coach and mentor managers to improve resourcing and recruitment practice and learning and development support across the Council.

All employees are required to:

* To actively promote equality and diversity in the workplace
* Participate in the Performance Evaluation Scheme and to undertake appropriate training and development identified to enhance their work
* Carry out the duties of the post with due regard to the Council’s Dignity at Work Policy and core values.
* Comply with the Council’s Health & Safety policies and procedures at all times, taking due care for themselves, colleagues and members of the public
* Assist in carrying out the Council’s environmental policy within the day to day activities of the post
* Undertake other duties, commensurate with the grade, as may reasonably be required
* Treat all information acquired through employment, both formally and informally, in strict confidence

**Contacts**

**These will include**

**Internal Contacts:** Executive Directors and Directors, the Mayor, Cabinet and other elected Members, members of the Chief Executive’s Directorate, the Mayor’s Office, trade unions and senior staff in other Directorates

**External Contacts:** HR leads and senior managers at key partner organisations in Lewisham, other London local authorities, London Councils, the GLA and the LGA; Advertising Agencies; Search Consultants.

**Number of fully managed staff: 3**

**PERSON SPECIFICATION**

**JOB TITLE: Head of Talent, Learning & Resourcing** **POST NO:**

**DEPARTMENT:** Office of the Chief Executive **GRADE:** SMG 2

Note to Candidates

The Person Specification is a picture of the behaviours, skills, knowledge, and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of shortlisting.

If you are a disabled person but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria, you will be shortlisted, and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

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| **Equal Opportunities** | Commitment to implement the Council’s Equal Opportunities Policies  Awareness of equalities issues within an inner London authority and experience of how to integrate diversity and inclusion approaches into people management solutions | **S** |
| **Knowledge & Experience** | Successful track record as a senior practitioner within organisational learning and talent management, with some experience of resourcing strategies, in a complex environment/organisation.  Experience of managing others and setting performance targets.  In depth and up to date knowledge of corporate and business challenges facing local authorities and public bodies and how to deliver resourcing solutions that address those  Substantial knowledge of organisational learning and development, talent management, employee engagement, employment law, and best practice to deliver key outcomes that support the organisation’s priorities and objectives.  Substantial experience of successfully developing and implementing a broad range of resourcing and talent acquisition solutions to deliver agreed organisational outcomes  Successful track record in devising, leading and delivering people management initiatives and interventions to improve talent acquisition and management, resourcing, and the employee experience.  Experience of creating recognition and reward solutions which attract, motivate and retain employees.  Substantial experience of designing and delivering learning via virtual, web based and eLearning systems.  Experience of commissioning and liaising with external providers/suppliers and contract management.  Experience and knowledge of equality diversity and inclusion (EDI) and putting effective EDI learning and integration activity into practice.  Substantial experience of successfully developing and implementing a broad range of organisational learning and development solutions to deliver agreed organisational outcomes  Successful track record in devising, leading and delivering learning initiatives and interventions to improve organisational, team and individual learning and development and the employee experience.  Good understanding and experience of the political interface in a local authority and the role and needs of elected members.  Substantial experience of successfully managing relationships and stakeholders within a political environment and at a senior executive level. | **S**  **S**  **S**  **S**  **S**  **S**  **S**  **S** |
| **Aptitudes & Skills** | Strong communication skills – able to speak confidently, persuasively and articulately and to write clearly and effectively.  Highly organised, able to prioritise and handle change, and to lead a team to work calmly and effectively under pressure and to meet deadlines  Excellent facilitation skills.  Ability to use information technology including MS Office and financial and human resources management systems.  Good project management and financial management knowledge.  Astute, with the ability to identify long and short term risks and opportunities, and to think creatively and work collaboratively to develop and deliver practical solutions | **S**  **S** |
| **Personal Qualities/Behaviours** | Be **resident focused.** With the ability to listen to learn, think broadly and find solutions, make decisions and take action.    Be **ambitious to improve.** A person who takes responsibility, creates and innovates, measures and evaluates.  Take a **one council** approach. Inspiring and communicating, trusting and empowering, collaborating.  A strong and highly motivated leader and team player with energy and credibility who commands the confidence of Members, senior managers, staff, partners and stakeholders.  Personal authority and stature to lead by example, achieve successful outcomes and able to act firmly and decisively both corporately and collaboratively.  A strong commitment to probity, honesty and openness, treating people consistently, fairly and with respect  Ability to work collegiately in a matrix environment and to provide training, development and coaching to colleagues and direct reports.  Proactive, positive, customer centric and determined to add value.  Evidence of commitment to continued professional development. |  |
| **Qualifications** | Chartered membership of the Institute of Personnel and Development or demonstrable equivalent experience. | **S** |
| **Circumstances** | Able to attend meetings in the evenings; to work outside normal office hours; and to work beyond minimum hours as and when required to achieve deadlines. |  |
| **Physical** | Generally, must meet LB Lewisham requirements for the post. |  |

**Other requirements**

**DBS Disclosure Required? No Basic Enhanced**

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(Tick as appropriate – guidance available from your HR Advisor)