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| **Job Title** | Head of Learning, Development & Talent |
| **School / Service** | People & Culture (HR)  |
| **Grade and Salary Range** | I |
| **Location**  | Docklands |
| **Reporting to** | Associate Director of Talent Acquisition |
| **Responsible for** | L&D Partner; Digital Learning Specialist; L&D Operations Team Leader  |
| **Liaison with** | University leaders, P&C Business Partners, ICT, Strategic Planning. Office for Institutional Equity |
| **Contract type** | Full time permanent  |

Build your career, follow your passion, be inspired by our environment of success **#BeTheChange**

**THE UNIVERSITY OF EAST LONDON**

If you are seeking a career that combines cutting-edge education with a passion for creating positive change, look no further than the University of East London. Founded in 1898 to meet the skills needs of the 2nd industrial revolution, we’re now in Year 5 of our transformational 10-year Vision 2028 strategic plan, spearheaded by our Vice-Chancellor and President, Professor Amanda Broderick.

Our goal is to advance industry 5.0 careers-first education and provide a clear path to the jobs and opportunities of the future. We are committed to driving diversity in the 5.0 talent pipeline, working in partnership to promote talent wherever it is found and creating a sustainable, inclusive, and green future.

But we can't achieve this goal alone. We need forward-thinking, innovative, and curious individuals like you to join our community and help us shape the future. As part of our team, you'll have the opportunity to work with a diverse range of people who share your passion for creating positive change. We’re an inclusive and welcoming community that is constantly moving forward, never satisfied with the status quo.

If you're ready to join a team that values your unique skills and perspectives and is dedicated to making a difference, we invite you to explore a career with us. We are excited to welcome talented individuals who are committed to advancing their careers while making a positive impact on the world.

**THE DIRECTORATE**

The People & Culture directorate (approx. 40 staff) is organised across five distinct core functions, aligned to the delivery of our People Strategy - Talent Acquisition, Employee Experience & Development, Operations, Systems & Services, Employee Relations & Policy and Health, Safety & Wellbeing.

The People & Culture directorate is responsible, in partnership with stakeholders across the organisation, for delivering the University of East London’s People strategy, in furtherance of the UELs strategic progress outlined in our Vision 2028 strategy. We are focused on the delivery customer-centric and operationally excellent services to create an environment where people are attracted to work at UEL, to be supported to develop and grow, and deliver their best work in a high-performing and supportive environment.

**JOB PURPOSE**

The **Head of Learning, Development & Talent** will be responsible for all L&D activity. Starting with developing strong relationships with key stakeholders across UEL, they will build a deep understanding of the development needs and training priorities – informing a strategic L&D plan to transform the existing offering.

As owner of the PDR process and reporting, they will ensure that all staff members can gather feedback on their performance and consider ways in which they can develop. This role will review what is required and create a curriculum for our leaders and managers to ensure they are able to inspire, support and enable our staff members.

Working with the People & Culture Business Partners and Talent Acquisition Partners, they will own the talent and succession planning processes. This person will be responsible for developing a career development framework for all job families ensuring that learning and development is accessible to all.

**KEY DUTIES AND RESPONSIBILITIES**

**The following are the main accountabilities for the job. This list is non-exhaustive and other duties commensurate with the grading of the job, may also be assigned to suit as the University needs require.**

* Design, develop and deliver an L&D strategy, Early Careers and Leadership Development Strategy for the University, ensuring connection to the People Strategy, the University’s business strategy and Vision 2028.
* Develop a strategic delivery plan, that ensures timely delivery of all strategies, making priority decisions according to budget, resource allocation and stakeholder needs.
* Own the embedding, monitoring, evaluation and course correction of the L&D strategy, ensuring it evolves alongside the People Strategy and meets stakeholder needs.
* Bring thought leadership, knowledge, experience and innovation in all areas of L&D including Leadership Development, Technical, Behavioural, Early Careers. Career Frameworks, Digital, Coaching and Compliance – working with the team to create an L&D offering that’s engaging, impactful and achieves results to drive business outcomes.
* Be a leadership role model – lead the L&D function through truly valuing diversity of thought, prioritising inclusion and driving high performance.
* Work with colleagues across the Employee Experience and Development team to design and develop a talent management strategy ensuring connection to the People Strategy, the University’s business strategy and Vision 2028.
* Work with the P&C Business Partners to ensure the PDR process is utilised and followed across the organisation to identify talent, understand individual and team development needs and ensure development activities link to the succession planning process.
* Work with the Engagement and Communications lead to ensure that we are responding to the Engage survey with fit for purpose solutions and supporting service directors and deans with bespoke solutions where required.
* Develop and deliver Leadership Development Programmes, based on the Leadership strategy and models developed that enable heightened individual strategic self-awareness and creates a foundation for increased performance.
* Implement and utilise a range of leadership insight tools and instruments such as personality assessments and 360 feedback.
* Lead procurement activity where needed across the L&D function, working with the wider People & Culture team where appropriate, including working alongside the Systems and Insight team to procure a new LMS.
* Be obsessed with data and insights! Working with colleagues from Systems and Insights to ensure robust data sets and insights are produced to inform strategic decisions and drive operational efficiencies. Ensuring development activities are measured for effectiveness in terms of ROI and/or return on expectation.
* Work with the Communications and Engagement lead to tell the L&D story effectively and compellingly – have a clear narrative and plan for engaging stakeholders and employees with the delivery of the strategic plan and vision for L&D at UEL.
* Work towards ensuring line managers are involved in all areas of development, including coaching and mentoring.
* Develop a digitally enabled L&D offering with leading edge resources.
* Manage the L&D budget ensuring value for money, efficiency and maximum return on investment.
* Ensure that compliance learning is fit for purpose, user friendly and that there are reporting and escalation procedures in place.
* Lead an efficient and agile L&D operational and admin approach, continuously improving the way we work to drive efficiency and ownership.
* Proactively manage internal and external stakeholders, ensuring a joined-up approach across the People and Culture team.
* Work with training providers from within the University to ensure the effective commissioning, monitoring, evaluating and reporting of training and development activity in alignment with the University’s strategic objectives.

**PERSON SPECIFICATION**

**KNOWLEDGE, SKILLS AND EXPERIENCE**

**Essential**

* Bachelor’s Degree or equivalent or working experience that brings diversity of thought to the team.
* Coaching qualification.
* Demonstrable experience of working with senior stakeholders.
* Demonstrable experience working within a talent development role.
* Experience leading teams and managing L&D projects through to conclusion.
* Experience in design, delivery, implementation and running of organisational talent management and succession programmes.
* Experience of developing and implementing LMS systems and excellent understanding of L&D technology.
* Experience developing leading edge digital solutions (e-learning) and making the most of technology to ensure L&D is accessible to all.
* Excellent customer service and facilitation skills.
* Experience and understanding of Equality, Diversity and Inclusion and developing appropriate training solutions.
* Experience of designing content for large-scale events and conferences.
* Excellent change management skills and experience of developing communication plans.
* Experience of creating L&D plans, devising and undertaking training as required.
* Proven success of working in partnership with HRBPs, leaders and managers to deliver innovative solutions to talent and business needs.
* Strong networking and relationship building skills.
* Strong organisational skills, project management skills and ability to manage multiple priorities.
* Excellent oral and written communications skill; with strong interpersonal skills, combined with resilience.
* Ability to work with academics, senior decision makers and company executives.
* Ability to work collaboratively and flexibly with colleagues.
* Ability to carry out responsibilities with minimal supervision and thrive both on own initiative and as part of a team.

**Desirable**

* Evidence of ongoing professional development or extensive relevant experience in a comparable role.
* Experience of writing Award submissions.
* Experience of working with organisations such as Investors in People, Athena Swan etc.
* Experience of working in Higher Education sector (or engaging with) private/ public sector industry/ government/ business services.
* Knowledge of current policy developments in Higher Education and their implications.
* Experience in supporting cultural change programmes that have added significant value to the organisation.

**COMPETENCIES REQUIRED**

* This role is Chartered level on the CIPD Professional Competencies Map.
* <https://www.cipd.co.uk/cipd-hr-profession/cipd-hr-profession-map/default.html>

**EDUCATION, QUALIFICATIONS AND ACHIEVEMENTS**

* Qualifications relating to HR, training, development, reward, or engagement are desirable, as is CIPD accreditation. We’re more excited about proven experience and impact in previous roles than a specific certification.

UEL is an inclusive equal opportunities employer and are proud of our Equality, Diversity and Inclusivity achievements. We expect all employees of UEL to accept our EDI policy and will not tolerate discrimination in any form. As an employee of UEL, we expect you to follow all relevant Health & Safety policies.

So, if you’d like to take your career to the next level with us here at the University of East London and are passionate about our environment and commit to success, we want you to apply today!