**PERSON SPECIFICATION**

**Post: Senior Learning and Organisational development Business Partner (Adult and Children’s Services)**

|  |  |  |  |
| --- | --- | --- | --- |
| **DIRECTORATE** | **Corporate Resources** | **DEPARTMENT**  |  **Learning and Development** |
| **DIVISION**  |  | **POST**  | **Senior Learning and Organisational Development Business Partner** |
| **GRADE**  | **K** | **POST NUMBER**  |  |

|  |  |  |
| --- | --- | --- |
| **PERSONAL ATTRIBUTES REQUIRED**  | **Essential (E)****Desirable (D)** | **METHOD OF****ASSESSMENT** |
| **Qualifications**  |  |  |
| Achieved CIPD Level 5 or equivalent. | E | AF |
| A professional qualification in a Social Care related subject. | D | AF |
| Training qualifications (Level 3 Award in Education and Training, PTTLS or equivalent). | D | AF |
| Assessor qualifications.  | D | AF |
| Master’s Level qualifications.  | D | AF |
| **Experience**  |  |  |
| Experience of design, delivery and evaluation of L&OD and implementing new initiatives.  | E | AF/I/ |
| Experience of commissioning, planning, delivering and evaluating training events. | E | AF/I |
| Experience of providing advice to managers and partners to effective resolution.  | E | AF/I |
| Experience of leading projects and utilising the skills of others. | E | AF/I |
| Experience of working with external agencies and partner organisations.  | E | AF/I/ |
| Experience in developing communication and engagement plans. | E | AF/I |
| Demonstrable evidence of achieving targets. | E | AF/I/ |
| Experience of developing and motivating others.  | E | AF/I |
| Experience of budget monitoring and control. | E | AF/I |
| Experience of developing and building relationships with key stakeholders and or others at local and geographical levels.  | E | AF/I/P |
| Experience of working in Local Government or other public sector experience. | D | AF/I |
| A good appreciation of a complex organisation, its infrastructure and partner organisations. | D | AF/I |
| **Knowledge Skills & Attributes**  |  |  |
| Knowledge of L&OD strategy development and theory across a significant range of diagnostic and interventions.  | E | AF/IP |
| Knowledge of current Adult and Children’s services issues both locally and nationally.  | E | AF/I |
| Strong persuasive and influencing skills with the ability to present ideas and proposals effectively at a senior level. | E | AF/I |
| The ability to think conceptually and communicate concepts effectively. | E | AF/I |
| Excellent leadership and interpersonal skills with the ability to form positive relationships at all levels. | E | AF/I |
| Ability to be flexible and work as part of a team. | E | AF/I |
| Clear analytical skills to allow exploration, evaluation and interpretation of information and options. | E | AF/I |
| Strong decision making skills with the ability to take decisions and make recommendations based upon the analysis of L&OD options. | E | AF/I |
| Good communication skills: both written and verbal, to a wide variety of stakeholders. | E | AF/I/ |
| Ability to work constructively with officers at all levels. | E | AF/I |
| Ability to work under pressure and prioritise workload of self and others.  | E | AF/I |
| Adaptable, driven, and proactive. | E | AF/I |
| Positive mind set and solution focused.  | E | AF/I |
| Knowledge of a range of Local Authority policies and procedures. | D | AF/I |
| Knowledge of Data Protection, Freedom of Information and other current legislation. | D | AF/I |
| **Special Requirements**  |  |  |
| Ability to work flexibly in line with the needs of the organisation | E | AF/I |
| **KEY**  | **AF** | Application form  |
| **I** | Interview  |
| **C** | Certificate |
| **T** | Test |
| **P** | Presentation  |