**PERSON SPECIFICATION**

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

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

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| **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 |