

Role Title: Head of Learning and Development

Department	People Services
Job Family	Business Support
Reports to:	Head of People Services
Salary	Senior Manager Level 3

Role Purpose

Reporting to the Head of Department supporting the implementation of the Forces People Strategy and the delivery of the Chief Constables Strategic 'Plan on a Page' that ensures the Constabulary has a workforce equipped for now and the future. The Head of Learning & Development is responsible for facilitating a high performance culture, maximising the potential and performance of staff through the design, development and implementation of Capability, Assessment and Learning Development programmes and strategies.

Role Accountabilities

- Act as the Principal Advisor on learning and development matters, providing strategic direction and expert advice on training, skills/capabilities, learning and development and policies/procedure development across the organisation design.
- Lead and manage the teams in implementation of the People Strategy across the L&D portfolio across multiple locations.
- Direct the work of the L&D teams (Initial Training, Specialist Police Training, Leadership Development) to ensure the statutory and other duties of the Chief Constable in relation to strategic capability are effectively discharged.
- Develop strategies, policies and programmes aimed at improving individual and organisational effectiveness, including leadership, managerial development and talent management engendering a people development culture gaining approval through the forces governance framework.
- Lead the development of strategic L&D planning across the Force producing a corporate training plan and including the annual completion of force management statements and contributing to the forces HMIC Inspection regimes.
- Contribute towards being a high performance organisation ensuring the effective collation of monitoring/reporting through highly effective L&D systems or on performance as part of a human resources balanced score card including key metrics such as capability levels reporting through force wide governance frameworks.
- Liaise with regional and national agencies to keep abreast of the external market and national agenda for Policing/Public Sector to ensure consistency of approach and setting of standards, monitor best practice and adapt for Cheshire Constabulary as appropriate
- Act as force lead both regionally and nationally in the development of collaboration opportunities for more effective and efficient ways of working in the L&D arena interpreting national recommendations to fit the needs of Cheshire and ensure compliance, exploiting collaboration opportunities

- Lead on the forces approach to the utilisation of the Apprenticeship Levy for both Police Officer and Police Staff entry routes and career pathways including liaison with educational providers and the development of appropriate assessment criteria.
- Maintain a force technical skills framework and manage the Organisational Capability Review that reports on the 'today' and identifies gaps for 'tomorrow' that will feed into talent strategy and capability of the force
- Design and implement continuous improvements ensuring the Constabulary is known as an Employer of Choice and ensures new starters and new in role people feel supported and know what is expected
- Ensure that organisation wide learning and development programmes support the delivery of the Constabulary 'Plan on a Page' Strategy and People Strategy, informed by the annual training planning process and evaluations to assess return on investment to the Force
- Lead reviews, through continuous improvement to business processes, aimed at improving efficiencies within L&D
- Lead on the design of new training and provide learning solutions needed to support the change and delivery of the Force change and business objectives

The role is located at Cheshire Police Headquarters. The post holder must be able to travel round the county, and nationally as required.

For the post holders level of responsibility ensure that all; arrangements, activities, equipment, supervision and staff health, welfare and training are complied with as fully detailed in the Health and Safety Policy

It is the responsibility of all staff to promote equality, diversity and Human Rights in working practices including developing and maintaining positive working relationships, ensuring that colleagues are treated fairly, contributing to developing equality of opportunity in working practices and challenging inappropriate conduct. Staff should treat everyone with fairness and impartiality, whilst recognising differences in needs, perspectives, backgrounds and cultures.

Notwithstanding the details in this job description, the job holder may be required to undertake other duties up to a level consistent with the principal responsibilities of the job.

Experience, Qualifications & Skills

Prior Education and Experience

- Level 7 or Chartered Member of CIPD (MCIPD) or substantial experience of generalist or specialist HR in an L&D environment.
- Substantial people leadership and management experience
- Substantial experience of either OD/talent management/learning and development/training
- Substantial experience of the training cycle and learning specification and design
- Substantial experience of working in a customer-centric HR function
- Significant experience of developing and implementing OD strategies
- Significant experience of operating as part of a senior management team
- Significant experience of managing complex change programmes
- Significant experience of managing budgets and setting up framework contracts with external providers
- Significant experience of Apprenticeship Frameworks and Levy Budget Management
- Significant experience of coaching and supporting line managers and HR staff

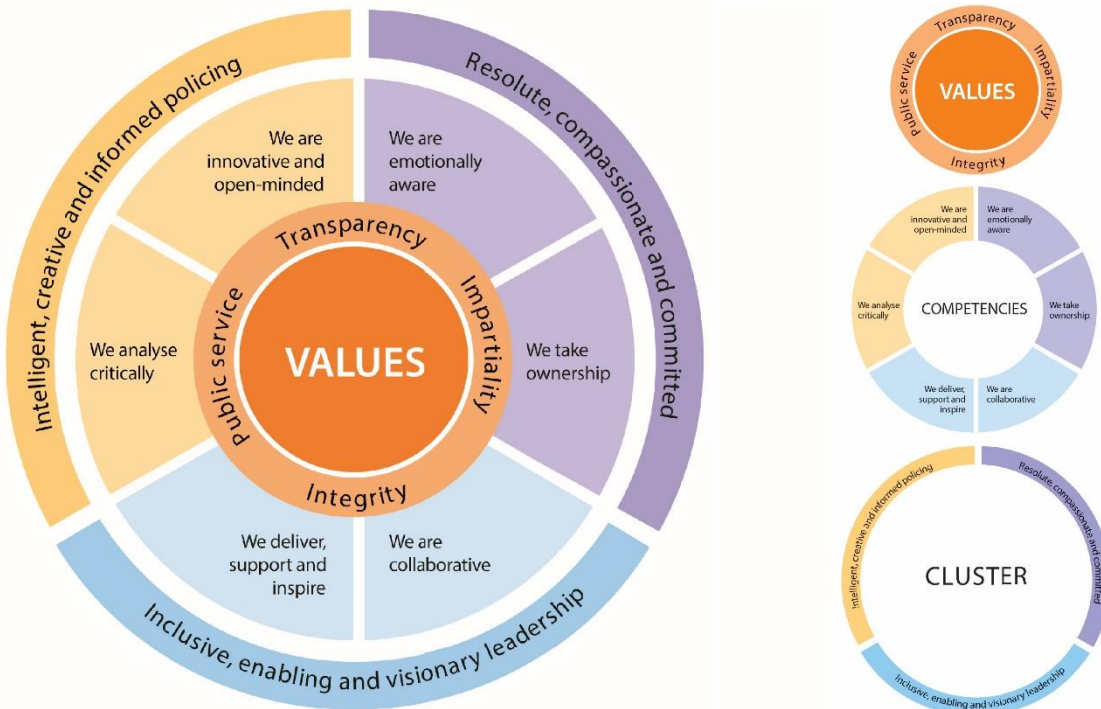
Skills

- An excellent understanding of performance management and reporting through Board level governance frameworks
- Knowledge of current employment issues both within the sector and more broadly across the UK
- Ability to gain knowledge of Police Terms & Conditions specifically relating to development frameworks/assessment bodies etc.

- Knowledge of best practice in the L&D field
- Ability to plan and implement complex projects including some technical systems based scenario's
- Ability to identify key trends and issues from management information
- Influencing at all levels of the organisation
- Ability to work collaboratively both within and outside the organisation
- Commerciality – making decisions that make 'good business sense' (balancing risk/outcome with cost)

Behaviours – Competency and Values Framework for Policing (CVF)

All roles are expected to know, understand and act within the ethic & values of the Police Service.



This role is expected to operate at the below level for each competency.

See the attached for full details of the behaviour expected.

CVF Information



Cluster	Competency	Level
Resolute, Compassionate & Committed	We are emotionally aware	3
	We take ownership	3
Inclusive, enabling & visionary leadership	We are collaborative	3
	We deliver, support and inspire	3
Intelligent, creative and informed policing	We analyse critically	3
	We are innovative and open-minded	3

Additional Role Requirements

Vetting Level	Enhanced
Warranted/Designated Power	NA
Allowances	NA
Tenure Period	NA
Politically Restricted Role (Police Staff Only)	Yes
IT Equipment / Software Required	Laptop
Professional Registration / Licences	NA
Repeated exposure to content of a vulnerable or sensitive nature requiring an annual welfare check	NA