



Job Description

Title – Leadership and Management Specialist

Version - 1 Date - 14/08/2018

Post Number:	R056
Grade /Scale:	PO35
Weekly Hours:	37
Department:	HR - Leadership and Management Development
Status:	Fixed Term
Responsible To:	HRBP Leadership and Management Development
Responsible for:	Core Leadership and Management Development
Location Work base:	Force Headquarters (FHQ)
Job Role /Purpose:	To develop and deliver a range of core leadership development interventions. To work in partnership to create and implement a training plan that aligns to force priorities and national initiatives. To manage the administrator, costs, planning and scheduling of relevant activity. To evaluate the impact of interventions to ensure they add value and maximise individual's performance. To support continuous improvement, assessing and reporting on the service and activity of the team. To contribute to strategy and key projects. To provide a professional service and advice to managers.
Contacts:	Chief Officer, Office of PCC, Managers at all levels, partners, HMIC, external agencies, other forces, other public bodies, members of the community
Equality and Diversity	Actively advance diversity and inclusion, work towards eliminating discrimination, harassment and victimisation and foster good relations between all groups of people

Person Specification

Knowledge, Skills & Abilities

Essential Criteria

A clear definition of the necessary criteria.

Knowledge/ Education (including qualifications):

1. To be a Chartered member of the CIPD and educated to Degree Level or hold an equivalent qualification and/or Teacher Training Qualification or comparable expertise.

2. Demonstrate a broad knowledge and experience of employment legislation, case law, knowledge and experience of general HR policies and procedures.

3. In depth knowledge of Microsoft Word, PowerPoint and Excel. Creating presentations, using training databases for course administration and reporting, with knowledge and experience of managing an internal website.

4. Significant up to date knowledge of leadership and management development and training delivery, with knowledge of 360 degree feedback, psychometric and other assessment tools and experience of providing feedback.

Work Experience:

Significant experience of:

5. Working with key stakeholders to identify leadership and management development needs linked to business priorities, designing a range of training interventions and innovative leadership and management training programmes for up to middle managers.

6. Creating and implementing corporate training plans to include; scheduling provision to meet demand, sourcing and procuring the services of internal and external deliverers, building and maintaining effective working relationships, setting and monitoring budgets.

7. Creating learning materials and presentations to achieve specified outcomes. Using different techniques and styles to maximise learning and developing new and innovative approaches. Delivering to large and small groups across all levels in an organisation.

8. Evaluating training, designing and producing reports to demonstrate the impact of activities and service provided.

9. Day to day line management and training administration.

Personal / Interpersonal Skills, Aptitudes:

10. Highly developed analytical, problem solving and decision making skills. The ability to be innovative, think differently and challenge current behaviours and mind-sets.

11. A strong ability to plan and organise and lead and manage a wide range of projects.

Special Skills:

Other:

** Reasonable adjustments will be considered under the Equalities Act 2010.*

Desirable Criteria

Where available, elements that contribute to improved / immediate performance in the job.

Knowledge/ Education:**Work Experience:**

Some experience of:

1. Writing and updating strategy, operational plans, policies, procedures and processes.
2. Working with external organisations and sharing best practice.

Personal / Interpersonal Skills, Aptitudes:**Special Skills:****Other:**

** Reasonable adjustments will be considered under the Equalities Act 2010.*

Core Responsibilities/ Accountabilities

Operational:

1. To work with key stakeholders to understand the business, identify leadership and management development needs, design and deliver appropriate outcomes, agree measures of success and evaluate the impact of these.
2. To lead, develop, plan, organise and deliver a wide range of innovative core leadership and management training and development interventions to meet agreed outcomes. This will include development programmes for new first-line and middle managers and short courses including soft skills training for small and large groups of 5-75 people.
3. To implement a leadership training plan that meets demand and budgetary requirements, identifying and managing ongoing relationships with internal deliverers and working with procurement to source external deliverers.
4. To use a range of learning techniques and facilitation styles to maximise learning.
5. To develop new innovative training approaches such as blended and e-learning initiatives that support the delivery of Force wide leadership and management training programmes.
6. To develop materials that reflect the training needs of individuals to support the changing culture of the Force so individuals have the skills to make a difference.
7. To provide highly specialised support and advice on the use of personal development tools including 360 degree feedback and provide sensitive and sometimes contentious feedback to individual's to support their personal and professional development.
8. To lead on training evaluation and to capture and collate appropriate data to produce required reports on the impact of leadership and management activities and service.
9. To make recommendations on ways to improve the provision and service offered by the team in order to maximise their effectiveness and efficiency.
10. To work with the Human Resources Business Partner for Leadership and Management Development on the identification and development of talent.

Management/Leadership:

11. To line manage the Leadership and Management Development Administrator, allocating work, monitoring performance and supporting their development. To include undertaking regular reviews in line with the Force PDR process.
12. To support the HRBP Leadership and Management Development Business Partner in the development and delivery of the Force Vision for Leadership and any associated policies, procedures and processes.
13. To design, implement, update and monitor action plans in relation to a range of training and development projects and organisational development initiatives.

14. To participate in the Force PDR process taking responsibility for identifying own development needs and demonstrating ongoing professional and personal development.

Communication:

15. To provide a professional service and advice to all levels of managers and individuals across the Force on leadership and management development issues.

16. To update the intranet site to reflect the service and provision and to ensure development opportunities are effectively communicated to all staff and managers.

17. To liaise with external organisations on sharing best practice in leadership and management development. To carry out research on the latest use and application of management and leadership training methodologies and practices and then to advise and implement on their appropriate use in Force training programmes.

Administration:

General:

18. To ensure that training and development activities do not disadvantage individuals or groups and everyone is treated equitably and with respect maintaining appropriate standards and behaviours.

19. To promote good health and safety practices in day to day work areas taking the necessary action to ensure a healthy and safe working environment.

20. To undertake any duties that may be reasonably regarded as within the nature of the duties, responsibilities and grade of the post.

Other:

** Reasonable adjustments will be considered under the Equalities Act 2010.*

Personal Values /Competencies

The competency and values framework sets out nationally recognised behaviours.

The framework has 6 Competencies – each competency can be split into 3 levels to fit around policing and non policing roles see here : [Competency and Values framework](#)

We analyse critically
We are innovative and open-minded
We are emotionally aware
We take ownership
We are collaborative
We deliver, support and inspire

All competencies are underpinned by 4 Values that should underpin everything that we do :

Integrity
Impartiality
Transparency
Social responsibility

Other

Security Check Levels refer to vetting for the specific levels that relate to this job role:

- 1) Recruitment Vetting (RV)
- 2) Security Check (SC)
- 3) N/A

Date line manager checked vetting level needed :

Car User: Yes ☒ / No ☐ - Essential /Casual Allowance {per mile / day etc}:

Budgetary Management: Yes ☒ / No ☐ Budget Value approximate value £ Please enter text here

Additional Information: Please enter text here

Reasonable adjustments

Reasonable adjustments will be considered under the Equalities Act 2010.