

JOB DESCRIPTION

Senior Manager Capability Development (Fixed Term 2 years)

Post Ref	5.3.1
Reporting To	5.3 Associate Director, HR, L&D and Facilities
Pay Band	G7
Line Management	5.3.1.1 Senior Officer L&D
Budget Management	

Job Purpose

To lead on the development and delivery of Ofqual’s organisational learning and development strategy, ensuring that learning is aligned to strategic priorities.

To manage the delivery of business focussed organisational development and learning and development activities. To build the effectiveness and capability of managers and staff and develop operational effectiveness and high performance.

Key Accountabilities:

- The design, delivery and measurable success of Ofqual’s people development strategy, ensuring that this complements Ofqual’s strategic direction and business plans.
- Developing and implementing people planning, including all learning and development related plans, working collaboratively with HR to meet the desired outcomes. Working with managers and HR colleagues to identify individual and team business related training needs.
- Working innovatively with external partners to commission/develop appropriate training and interventions to improve and enhance the learning and development offer. Sourcing and developing specialist third party providers as required.
- Managing the design, development and delivery of a range of integrated learning and development solutions. Sourcing appropriate methodologies, and delivering training and facilitation to staff as required.

- Acting as the organisation's expert on learning and development, providing expert advice and support to the business, and ensuring that the strategic contribution that learning makes to the organisation is understood.
- Leading on the development of a culture of continuous improvement, introducing impact measured analytics to demonstrate scale of success of learning and development delivery, inform future L&D activities and demonstrate return on investment.
- Working in conjunction with Senior Business Partners and the Recruitment Manager, evaluating operational need and identifying planned solutions around succession planning, talent management and recruitment for Ofqual staff. Ensuring any initiatives coordinate with wider HR/OD initiatives and best use HR resources.
- Increasing staff participation and involvement with corporate development activities through engagement and promotional activities.
- Developing and implementing an effective performance management system; ensuring that performance data is systematically analysed to identify training needs and inform wider workforce planning. Working with HR colleagues to consider the impact of employment practices and processes on staff performance.
- Managing learning resources including the training budget to ensure maximum effectiveness of expenditure and return on investment.

Corporate Accountabilities:

- Leading by example as a role model for Ofqual's values and professional standards.
- Driving the delivery of business and corporate plans for your own areas of responsibility.
- Driving continuous improvement within your own areas of responsibility.
- Taking a proactive approach to risk management, ensuring risks and issues are identified, addressed and reported and, where appropriate, escalated.
- Managing individuals or teams through line management and/or matrix management arrangements as required, ensuring under performance is managed and adequate resourcing is planned to meet objectives.
- Managing delegated resources (e.g. budgets, equipment and contracts) as appropriate, to ensure value for money.
- Being fully aware of and actively complying with Ofqual's policies and procedures relevant to your own responsibilities and to corporate policies and procedures including equality, sustainability and the environment, health and safety and data protection.
- Performing any other reasonable duties as directed by line management.

This list should not be regarded as exhaustive and the post holder will be expected to deliver other duties relevant and appropriate to this post.

PERSON SPECIFICATION

Experience

Criteria	Essential (E) or Desirable (D)
Experience of developing and implementing organisational development initiatives.	E
Experience of designing and delivering a range of training solutions.	E
Experience of facilitation.	E
Experience of drafting communications.	E
Experience of delivering strategic priorities within strict timelines.	E

Skills and Abilities

Criteria	Essential (E) or Desirable (D)
Ability to work collaboratively to develop and deliver appropriate solutions.	E
Organisation and planning skills.	E
Strong relationship building and influencing skills.	E
Excellent written and oral communication skills and the ability to effectively communicate complex ideas and information to a range of audiences and stakeholders.	E
Articulate and confident delivering to large audiences.	E
Able to provide effective line management and / or project team management to achieve complex or high priority objectives, and develop others personally and professionally.	E
Strong ability to work flexibly - managing changing and competing priorities and absorbing new information rapidly to address complex issues.	E
Able to apply judgement, creativity and flexibility to generate new and innovative ideas and approaches and to solve complex problems.	E
Able to challenge and influence others, including more senior colleagues and stakeholders, to ensure that the right outcomes are achieved.	E
Strong ability to build effective working relationships with internal and external stakeholders at all levels, to work collaboratively to achieve objectives.	E

Strong ability to understand Ofqual's strategic context and work pro-actively to achieve the organisations highest priorities.	E
Ability to use appropriate IT applications effectively (including Outlook, SharePoint, Word, PowerPoint and Excel).	E

Knowledge including qualifications

Criteria	Essential (E) or Desirable (D)
CIPD/CTP or equivalent.	E
Underpinning knowledge of leadership theory and practice.	E
Knowledge of employee engagement practices.	E
Knowledge of equality legislation.	E
Knowledge of adult learning theory, instructional design methodologies, pedagogic strategies and technologies that support the development of learning in the creation of learning interventions.	E
Understanding of the education system political and policy context, particularly related to qualifications.	D
Understanding of the role of a regulator and approaches to regulation.	D
Degree level or equivalent knowledge gained through experience.	E

You will be required to evidence the essential criteria in your application, and if successful, at interview. Additionally you may also be required to complete online tests, exercises, scenarios and/or psychometric testing.