UNIVERSITY OF WARWICK

Job Description

Job title	Head of Learning and Development
Department	Talent and Development
Grade	FA8

Job purpose	The Head of Learning and Development is responsible for the University's learning and development function, delivering a strategic portfolio of all staff learning, senior leadership and line management development initiatives. The post holder will lead and manage a team of learning practitioners to deliver a cycle of learning activity, promoting a continuous learning culture, knowledge sharing and professional growth that contributes to individual, team and organisational performance. Working collaboratively both within the People Team and wider across the institution, the Head of Learning and Development will ensure learning activity delivers measurable outcomes, strengthens leadership and management capability, embeds institutional values and supports organisational change.
Duties and responsibilities	**Strategic Leadership** Develops and implements a learning and development strategy to enable institutional priorities and People Strategy objectives that enhance individual, team and organisational performance and employee engagement. Acts as the University's subject matter expert on learning and development matters, representing the People Team at University committees and working groups to promote learning best practice and governance. Ensures the effective implementation, operation and continuous improvement of learning technologies, systems and platforms to positively contribute to learner experience and drive innovation in blended, digital and experiential learning approaches. Oversees learning administration activities ensuring effective management of processes, communications and record keeping to facilitate robust governance and compliance with internal and external policy and legislation. **Team Leadership** Leads a team of Learning and Development practitioners to deliver a high quality, customer focused service, developing team capability and professional expertise to ensure the implementation of best practice learning solutions.

	Develops team capability and professional expertise establishing performance objectives that drive accountability, development and service excellence. **Stakeholder management** Builds partnerships with academic and professional service departments to ensure learning provision meets organisational needs and secures engagement, participation and support for development initiatives. Collaborates with People Team colleagues to integrate learning and development within the wider People Strategy. **Finance and Supplier Management** Manages the learning and development budget, monitoring expenditure, forecasting future requirements and demonstrates commercial awareness to ensure value for money and identification of efficiencies. Procures external learning providers and consultancy services to deliver specialist expertise when required including the evaluation supplier performance to ensure quality, impact and contractual compliance.

Person Specification *The Person Specification focuses on the essential and desirable knowledge, skills, experience and qualifications required to undertake the role effectively. This is measured by (a) Application Form, (b) Test/Exercise, (c) Interview, (d) Presentation.*		
Essential Criterion No.	Essential Criterion Description	Measured by
E1	Experience of leading a learning and development team of specialist practitioners and learning administration in a large, complex organisation	A & C
E2	Has led the development, implementation and evaluation of organisation wide learning and development initiatives across a range of roles and hierarchies	A & C
E3	Has been responsible and accountable for organisation wide compliance training including monitoring and reporting on staff completion	A & D
E4	Stays up to date with and responds to governance, compliance and legislation changes that impact on organisation learning requirements	A & D
E5	Demonstrable expertise in the deployment of leadership and management development initiatives aligned to individual, team and organisation wide performance	A & C
E6	Experience managing a learning and development service budget and associated staffing resources	A & C
E7	Has managed the procurement of external learning suppliers ensuring value for money and establishing quality assurance processes	A & C
E8	Strong understanding of contemporary learning methodologies, digital learning technologies and organisational development principles	A & C
E9	Experience influencing and partnering with senior stakeholders on learning and development matters both within local departments and through organisation wide groups and committees	A & C
E10	Proven ability to collaborate effectively across functional and technical disciplines both within a People Team function and wider within an organisation	A & C
E11	Led the implementation organisation wide coaching and/or mentoring programmes	A & C