

JOB DESCRIPTION

Job Title:	Learning and Development Manager
Job Ref:	HRS119
Service:	Human Resources: Organisational and Staff Development
Campus:	Hendon
Grade:	7
Starting salary:	£38,206 per annum incl Outer London Weighting rising to £43,887 incrementally each year.
Period:	Permanent
Reporting to:	Head of Organisation and Staff Development
Reports to:	1 x Staff Development Assistant

Overall Purpose

To work as part of the Organisational and Staff Development team to support the:

- Implementation of organisational and staff development strategies, projects and programmes in support of the University strategic plan and future workforce requirements.
- Development, design and delivery of a broad range of organisational and staff development interventions to support learning and development across the University

Principal Duties

1. To manage and coordinate a programme of Learning and Development through the provision of high quality interventions. Meeting organisational, team and individual requirements through analysing development needs, designing and delivering interventions or sourcing appropriate activities. Able to employ innovative, modern learning strategies and techniques and using technology to engage a contemporary workforce.
2. To coordinate, develop, deliver and manage a range of University programmes that may include:
 - Staff Induction
 - Leadership and Management Development
 - Customer Service
 - Core skills development
 - Coaching and mentoring
 - Staff Engagement
 - Performance Management
 - Apprenticeships
 - Mandatory training
 - Wellbeing
3. To support organisational and staff development policy and practice by monitoring, reviewing, undertaking project work and making recommendations for improvements.

4. To have day-to-day management of the Organisational and Staff Development Budget including providing updates and forecasting on spend.
5. To ensure appropriate, flexible and relevant training and interventions are designed, delivered, and managed to the highest possible standards, including liaison with and management of external and internal trainers, facilitators and other providers (including IT and e learning) specifying content and ensuring the quality of delivery.
6. Promote a culture of continuous development and learning across the organisation, including supporting non-classroom based opportunities such as coaching, mentoring, secondments, action learning and e-learning to help develop skills.
7. To develop appropriate methodology to evaluate the effectiveness of learning and development interventions, using lessons learned to improve the offering and to develop our intelligence of what works effectively. To report on how staff and organisational development programmes have met strategic objectives including writing the Annual Report.
8. To develop and maintain close and collaborative working relationships with other internal Staff Development Providers including joint initiatives as well as effective marketing and publicity of activities.
9. Lead and manage the development and delivery our Apprenticeship provision for staff, identifying where Apprenticeships can support the development of our staff and the University's strategic aims.
10. Line management of Staff Development Assistant.

PERSON SPECIFICATION

Job Title: Learning and Development Manager

Campus: Hendon

Grade: Grade 7

Experience

Essential

- Degree or equivalent experience
- Membership of the CIPD or other relevant professional body
- Proven track record in the design, development and delivery of successful learning development solutions including personal development, management and interpersonal skills
- Understands the learning cycle applies this experience in planning staff development programmes and interventions to meet organisational needs
- Experience of managing and delivering a coherent learning and development programme to support organisational strategy
- Effectively evaluates the impact of learning interventions
- Experience of engaging managers and staff in staff development activities and initiatives
- Experience of leading and managing projects including budgets
- Evidence of continuing professional development
- Experience of conducting learning needs analysis at a departmental or organisational level

- Experience of managing apprenticeship or vocational qualification programmes for staff

Desirable

- Masters degree or equivalent
- Experience of using psychometric assessment and development tools
- Experience of working in Higher Education

Hours: 35.5 hours per week for 52 weeks per annum, actual daily hours by arrangement.

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Leave: 30 days per annum plus eight Bank Holidays and seven University days taken at Christmas (pro rata for part-time staff) which may need to be taken as time off in lieu.

Flexibility: Please note that given the need for flexibility in order to meet the changing requirements of the University, the duties and location of this post and the role of the post-holder may be changed after consultation. The balance of duties may vary over time and will be reviewed as part of the appraisal process.

No Parking at Hendon campus: There are no parking facilities for new staff joining our Hendon campus, except for Blue Badge holders. If you are applying for a post at our Hendon campus please ensure you can commute without a car.

Information on public transport to Hendon can be found here:

<http://www.mdx.ac.uk/aboutus/Location/hendon/directions/index.aspx>

We offer an interest-free season ticket loan, interest-free motorbike loan, a cycle to work scheme and bicycle and motorbike parking and changing facilities.

Flexible working applications will be considered.

The post holder should actively follow and maintain an awareness and observation of Fire and Health & Safety Regulations.

What Happens Next?

If you wish to discuss the job in further detail please contact Alex Ong, Head of Organisational and Staff Development at a.ong@mdx.ac.uk.