



Job Description and Person Specification

Director of People, Learning & Development

POST:	Director of People, Learning and Development
LOCATION:	Sheffield/Doncaster/Keighley
GRADE:	9; Salary: £50,000 per year (FTE)
WEEKLY HOURS:	35 hours per week, working 2.5 days per week as Director of L&D and 2.5 days per week as Director of People

***This role combines two Director positions, Project 6 welcome job share of this role, where both or either of the role elements can be applied.**

Please note: the Director of Learning and Development role specifics are in bold type.

Role Purpose

To deliver Project 6's strategic priorities as part of the leadership team by delivering sound and progressive People Process and Policies.

To lead Project 6 Training Services as an internal and external training function in support of the overall aims and objectives of the charity. **Creating a sustainable training function through generating income, contributing to the wider aims of the charity. Overseeing a programme of relevant internal training for staff and volunteers across all Project 6 sites.**

Key Responsibilities

- As a member of the senior leadership team, work collaboratively to deliver our strategic objectives and model our values.
- Develop and deploy a flexible forward-looking People Strategy for Project 6, maximising the wellbeing, productivity, and potential of our people.
- Lead the development of our People Systems and work to maximise the use of our human resources, to deliver as much high-quality frontline work as possible, in a sustainable way.
- Ensure that Project 6 is a safe and healthy place for people to work.
- **Lead an agreed 3- year Training Services Business Plan, ensuring effective marketing of the Project 6 Training Offer, profile and reputation.**

Other Responsibilities

- Lead our people planning
- Lead on the organisation's management of health, safety and wellbeing
- Lead, support and develop the people team
- Provide high quality and timely people information to the board
- Contribute to the mobilisation of new projects and closure of projects as required
- Represent Project 6 externally in relation to people issues
- Create and present reports by attending the People Sub committee
- Lead on our work to be a diverse and inclusive workforce
- Lead on all matters relating to pay and reward and conditions of employment
- **Work closely with colleagues throughout Project 6 to maximise opportunities for grants and commissions to deliver training, and ensure effective marketing of the Project 6 Training Offer**
- **Lead the development of the Training Services profile and reputation**
- **Ensure that a fit for purpose learning management system is in place to support the internal and external learning offer**



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- **Lead the development of an associate trainer model to compliment a team of staff trainers and facilitators**
- **Develop delivery partnerships with other providers**
- **Develop and deploy clear policies and procedures for training needs assessment and ensure training evaluations are in place to meet the needs of clients and inform development and improvement of the training offer**
- **Ensure quality standards for all training are achieved including compliance with relevant policies for Health and Safety and Equality, Diversity and Inclusion**
- **Maintain centre approval for relevant awarding bodies when courses are accredited.**

PERSON SPECIFICATION – Director of People, Learning and Development

Qualifications	Assessment Method
CIPD level 7 or significant equivalent senior experience	Application
Relevant level 7 qualifications in HR, L&D or substantial equivalent experience	Application
Knowledge	
Of current employment legislation and good practice in the field of employee relations	Application/Interview
Evidenced understanding of the training cycle from needs assessment through to evaluation	Assessment
Understanding and application of good practice in terms of data protection and health and safety in a training function.	Assessment
Experience	
Of developing and deploying a modern fit for purpose people policy framework	Application/Interview
Of improving diversity and Inclusion in a comparable organisation	Application/Interview
Track record of managing and maintaining staff safety and wellbeing	Application/Interview
Experience of managing various systems and working with other leaders to ensure systems and processes are utilised in an accurate and timely manner	Application/Interview
Experience of using Organisational Development principles to develop and maintain a value led culture	Application/Interview
Demonstrable experience leading TUPE, MSR and disciplinary processes	Application
Experience of working at Board Level	Application
Commitment to own personal development	Application/Interview
Significant, demonstrable experience of managing a training function to deliver outcomes and high-quality training in a relevant sector such as: Health, Drug and Alcohol Services, Social Care	Application
Experience of effectively leading and managing a team	Application
Substantial experience of planning, design, delivery, and evaluation of high-quality training programs	Application and Assessment
Experience of establishing effective partnerships working with a range of external partners or customers	Assessment
Experience of commissioning and providing training to meet customer needs including liaising with potential customers to identify their needs and create attractive proposals	Application and Assessment
Personal Attributes	
Commitment to own personal development	Application/Interview
Demonstrable commitment to the principles of Equality, Diversity and Inclusion	Interview
Personal commitment to the values of Project 6	Interview