



## ROLE PROFILE

<b>Role Title:</b>	<b>Learning and Development Business Partner</b>
<b>Rank/Grade:</b>	<b>P03 (B), MB2 (C), A6 (H)</b>
<b>Job Family:</b>	<b>Business Support/Operational/Professional</b> (delete as appropriate)
<b>Reporting to:</b>	<b>Head of Learning and Development</b>
<b>Main purpose of the role:</b>	To contribute to achieving the vision, purpose and values of Bedfordshire Police, Cambridgeshire and Hertfordshire Constabularies. To consult with senior customers / stakeholders to identify and respond to prioritised performance needs where there is a perceived learning and development solution.

<b>Key Responsibilities</b>	
<ul style="list-style-type: none"> <li>• Take a lead for an assigned portfolio to identify short, medium and longer term development needs.</li> <li>• Establish and maintain strong relationships with business clients, other key stakeholders (internal and external) and HR Business Partners in order to propose and provide effective solutions to identified needs</li> <li>• Contribute to the production and implementation of a Learning and Development strategy in alignment with the learning requirements and manage the commissioning and delivery of the annual training delivery plan.</li> <li>• Proactively identify trends and opportunities for performance improvement through learning and development interventions and translate these into deliverables</li> <li>• Identify, select and manage external training and accreditation bodies, agencies and providers.</li> <li>• Evaluate training and development programmes for effectiveness, value for money and return on expectation, taking ownership for improvement</li> <li>• Be accountable for the quality of provision and the completion of PSQA for relevant business areas</li> <li>• To contribute as required to departmental or corporate project work as a member of a multi-disciplinary team to deliver new or improved products or services and ensure that all activity is delivered in accordance with the agreed departmental operating model.</li> <li>• To manage and develop the staff in the team</li> </ul>	

<b>Agile Working</b>	To Be decided
<b>Psychological Assessment</b>	
<b>Return on Investment</b>	
<b>Limited Duties</b>	

<b>Financial e.g. limits/mandates</b>	<b>Non-financial e.g. staff responsibility</b>
<ul style="list-style-type: none"> <li>• The Post Holder will have some devolved budget responsibility and will manage a small budget in the region of £10,000 - £15,000</li> </ul>	<ul style="list-style-type: none"> <li>• Line management responsibility for staff and/or officers</li> </ul>

<b>Entry Requirements</b>
<ul style="list-style-type: none"> <li>• Experience of having worked at a senior level within a Learning and Development environment, providing professional advice and guidance in response to defined performance needs – to include root cause analysis.</li> <li>• Experience of delivering proactive solutions to critical business issues.</li> <li>• Experience of senior stakeholder management / customer relations.</li> <li>• Understanding of Learning theory and practise.</li> <li>• Experience of managing projects.</li> <li>• Experience of working with Business Leads to help identify appropriate responses to performance gaps to assist in delivering business performance.</li> <li>• Ability to write and present cohesive and persuasive business reports.</li> </ul>



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- Experience of budget management.
- Experience of managing a team.
- Experience of coaching on a 1:1 or team basis.
- Computer literate.
- Up to date Continuous Professional Development Portfolio.
- Experience of coaching or mentoring.

### Any other General Requirements/Scope

- Driving licence required as the post holder will be required to travel between a number of training locations throughout the three forces, arrangements for business insurance will need to be made by the post holder if using their own car.
- The post holder on occasion may be asked to work additional hours although notice will be given.
- Vetting required, as advised by the vetting unit.
- The post holder will be expected to undertake training as and when required.
- The post holder will be expected to comply with health and safety requirements.

### Obligatory Requirements

- Before commencement of this appointment, this role is subject to medical assessment. For some roles health screening or surveillance may be required on a regular basis, as identified by line manager risk assessments.
- There is a requirement for the role holder to meet the probationary objectives set.

## Personal Qualities(Behavioural Competencies)

### We are emotionally aware

I consider the perspectives of people from a wide range of backgrounds before taking action. I adapt my style and approach according to the needs of the people I am working with, using my own behaviour to achieve the best outcome. I promote a culture that values diversity and encourages challenge. I encourage reflective practice among others and take the time to support others to understand reactions and behaviours. I take responsibility for helping to ensure the emotional wellbeing of those in my teams. I take the responsibility to deal with any inappropriate behaviours.

### We take ownership

I proactively create a culture of ownership within my areas of work and support others to display personal responsibility. I take responsibility for making improvements to policies, processes and procedures, actively encouraging others to contribute their ideas. I am accountable for the decisions my team make and the activities within our teams. I take personal responsibility for seeing events through to a satisfactory conclusion and for correcting any problems both promptly and openly. I actively encourage and support learning within my teams and colleagues.

### We are collaborative

I manage relationships and partnerships for the long term, sharing information and building trust to find the best solutions. I help create joined-up solutions across organisational and geographical boundaries, partner organisations and those the police serve. I understand the local partnership context, helping me to use a range of tailored steps to build support. I work with our partners to decide who is best placed to take the lead on initiatives. I try to anticipate our partners' needs and take action to address these. I do not make assumptions. I check that our partners are getting what they need from the police service. I build commitment from others (including the public) to work together to deliver agreed outcomes.

### We deliver, support and inspire

I give clear directions and have explicit expectations, helping others to understand how their work operates in the wider context. I identify barriers that inhibit performance in my teams and take steps to resolve these thereby enabling others to perform. I lead the public and/or my colleagues, where appropriate, during incidents or through the provision of advice and support. I ensure the efficient use of resources to create the most value and to deliver the right impact within my areas. I keep track of changes in the external environment, anticipating both the short- and long-term implications for the police service. I motivate and inspire others to achieve their best.

### We analyse critically



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I ensure that the best available evidence from a wide range of sources is taken into account when making decisions. I think about different perspectives and motivations when reviewing information and how this may influence key points. I ask incisive questions to test out facts and assumptions, questioning and challenging the information provided when necessary. I understand when to balance decisive action with due consideration. I recognise patterns, themes and connections between several and diverse sources of information and best available evidence. I identify when I need to take action on the basis of limited information and think about how to mitigate the risks in so doing. I challenge others to ensure that decisions are made in alignment with our mission, values and the Code of Ethics.

### **We are innovative and open-minded**

I explore a number of different sources of information and use a variety of tools when faced with a problem and look for good practice that is not always from policing. I am able to spot opportunities or threats which may influence how I go about my job in the future by using knowledge of trends, new thinking about policing and changing demographics in the population. I am flexible in my approach, changing my plans to make sure that I have the best impact. I encourage others to be creative and take appropriate risks. I share my explorations and understanding of the wider internal and external environment.