



**UNIVERSITY OF LEEDS**

## **CANDIDATE BRIEF**

**Organisational Learning Partner, Organisational Development and Professional Learning**



**Salary: Grade 8 (£41,526 – £49,553 p.a.)**

**Reference: CSODP1039**

**Two posts available**

**We will consider flexible working arrangements**

# Organisational Learning Partner

## Organisational Development and Professional Learning

**Are you passionate about developing others? Do you have experience of working with leaders at all levels to achieve their potential? Are you keen to contribute to a people centred approach to delivering organisational change?**

You will be a positive, proactive and creative organisational learning and development professional with excellent facilitation and interpersonal skills and experience of working with leaders at all levels. We are seeking a collaborative team player who can operate effectively as an internal organisational learning partner in bringing their insight and experience to building leadership and organisational capability to enable the delivery of large scale and sustainable organisational change. You will need to be flexible in your approach and enjoy a varied portfolio of work which will include the design, delivery and evaluation of leadership development through to support for major change projects and the successful design and implementation of e-Learning resources.

The Leadership and Professional Practice Team is part of the Organisational and Professional Development Department (OD&PL). We are a small team which seeks to work in partnership with a network of internal change agents and high quality external providers to deliver our broad agenda. Our provision is shaped by our University's ambitious strategic priorities which we seek to support through blended, experiential and learner focused activities and resources. This is an exciting time to join the OD&PL team at Leeds as we develop new approaches to organisational and leadership development.

### What does the role entail?

As an Organisational Learning Partner your main duties will include:

- Designing, delivering, commissioning and evaluating leadership and professional development provision;
- Undertaking programme leadership for assigned organisational and leadership development programmes;
- Building and sustaining partnerships with colleagues across our University to ensure a joined-up service approach to the delivery of professional and organisational development services;





- Developing new provision in blended formats including e-learning resources and the effective use of learning technologies;
- Scoping and advising on the design of bespoke events and tailored provision in line with organisational priorities;
- Representing OD&PL on relevant committees, working groups and networks within the institution and beyond;
- Leading projects and strands of OD&PL's work;
- Managing and developing staff and acting as a mentor to less experienced colleagues;
- Working collaboratively as part of the wider OD&PL team, contributing to its broad range of learning and development services;
- Engaging in continuing professional development to maintain own expertise and ensure that our provision is aligned with best practice.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

## What will you bring to the role?

As an Organisational Learning Partner you will have:

- Extensive experience of leading and delivering successful experiential leadership and professional development provision;
- Experience of advising on and facilitating organisational change and development initiatives;
- The ability to apply your in-depth knowledge of people and organisational development theory and concepts to your professional practice;
- Experience of developing and implementing effective e-learning resources and learning technologies to enhance learning outcomes;
- Highly developed interpersonal skills including excellent communication, presentation and facilitation skills, with the ability to write cogently and succinctly for a variety of audiences;
- Evidence of successful project management and implementation;



- Effective teamwork and collaborative skills including the ability to develop positive working relationships with senior stakeholders and a wide range of colleagues across and beyond the organisation;
- A creative approach to learning design including a willingness to explore and apply new ideas;
- Excellent planning and organisational skills including a proven ability to manage multiple deadlines and take a solutions focused approach to setbacks;
- Experience of managing a contained budget for leadership, management or change development activities or a willingness to learn;
- Commitment to and enthusiasm for people and organisational development coupled with a commitment to high quality customer service;
- A degree and relevant professional qualification in learning and/or organisational development.

You may also have:

- Knowledge of the higher education sector and insight into the factors shaping current strategic and leadership priorities;
- Accreditation to use one or more psychometric tools to support development;
- Expertise in one or more of the following:
  - ❖ Coaching and mentoring;
  - ❖ Equality and inclusion;
  - ❖ Wellbeing;
  - ❖ Talent management and career pathways;
  - ❖ Organisational change.

## How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

## Contact information

To explore the post further or for any queries you may have, please contact:

**Caroline Ackroyd, Director of Leadership and Professional Practice**

Email: [c.ackroyd1@leeds.ac.uk](mailto:c.ackroyd1@leeds.ac.uk)



## Additional information

### Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

### Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at [disclosure@leeds.ac.uk](mailto:disclosure@leeds.ac.uk).

## Criminal record information

### Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be made in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

