



## Job Description

### L&D Business Partner

<b>Hours per week:</b>	35 hours (9am – 5pm; Mon to Fri)
<b>Contract type:</b>	12-month FTC
<b>Location:</b>	Glasgow (with travel to includem offices as required)
<b>Reports to:</b>	HR Manager
<b>Line Management Responsibility:</b>	None
<b>Financial Accountability:</b>	Low

### Job Summary

The HR team is responsible for providing support and guidance to the organisation, ensuring we promote an environment where managers and their teams are provided with the tools, skills, and assistance to enable them to deliver optimum services to young people and families.

The L&D Business Partner will provide invaluable support to the HR Manager in driving the implementation of the HR Strategy by leading the development and execution of key L&D initiatives. They will also be responsible for engaging with line managers and the wider HR team to identify training needs and collaborating closely with the Trainer to create and provide learning initiatives to ensure the workforce possess the necessary skills and capabilities to meet the evolving needs of the organisation.

### Key Responsibilities

The key responsibilities of the L&D Business Partner include, but are not limited to:

#### Service Delivery

- Development of an organisational Competency Framework.
- Review of includem's induction process.
- Carry out and interpret a skills gap analysis across the organisation and develop appropriate solutions to meet the needs of a growing and forward-thinking organisation.
- Support the Trainer in driving innovation in learning methods and technologies to enhance employee engagement and skills development.
- Development of the L&D Strategy in conjunction with the HR Manager.
- Actively engage in the tender and bid writing process when required.
- Provide sound L&D advice and support to employees and line managers.
- With the support of the Trainer and HR Coordinators, oversee all programs and databases which capture L&D information.
- Assist the HR team in managing registration and applications with SSSC.



- Work with the wider HR team and Trainer to design and develop training initiatives for the wider organisation.

#### **Building Relationships**

- Build and nurture internal and external relationships with key stakeholders.
- Schedule and attend meetings with internal and external stakeholders where L&D is the key activity/focus.
- In conjunction with the Trainer, identify organisations and external bodies where there is opportunity to develop and foster partnership working.
- Liaise with external stakeholders and suppliers of L&D services and products to ensure includem offers and delivers optimum L&D opportunities across the organisation.

#### **Data and Projects**

- Gather L&D KPI's for quarterly reporting, including for HR Committee papers.
- Provide reports for external bodies and funding organisations as required by SLA's.
- Ensure evaluation methods and materials are developed, to demonstrate learning is embedded across the organisation.
- Assist the HR Manager with any additional L&D projects that are highlighted as part of the development of the L&D Strategy.



## Person Specification

Category	Essential Job Requirements	Desirable Job Requirements	Method of Assessment
<b>Technical Skills, Knowledge, and Experience</b>	<ul style="list-style-type: none"> <li>• Previous experience as L&amp;D Business Partner.</li> <li>• Experience in design and facilitation of L&amp;D initiatives.</li> <li>• Excellent knowledge of the external L&amp;D industry and current best practice.</li> <li>• Experience in training needs analysis, design, and delivery skills.</li> <li>• Demonstrable experience in establishing relationships rooted in trust, teamwork, and accountability.</li> </ul>	<ul style="list-style-type: none"> <li>• Care / charity sector experience.</li> <li>• Knowledge and experience in managing SVQ's.</li> <li>• Knowledge of SSSC and managing registrations.</li> </ul>	<p>Application process</p> <p>Individual interview</p>
<b>Education / Qualifications</b>	<ul style="list-style-type: none"> <li>• CIPD membership of equivalent substantial L&amp;D experience.</li> </ul>		Application process
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Ability to work independently with minimal guidance.</li> <li>• Excellent verbal communication skills including delivering to groups of people.</li> <li>• Excellent problem-solving skills – be solutions driven.</li> <li>• Eager and determined, continuously seeking opportunities to improve learning initiatives.</li> <li>• Possess creativity, adaptability, and knack for innovation.</li> <li>• Excellent time management and organisational skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Working to budgets.</li> </ul>	<p>Application process</p> <p>Individual interview</p>



**Acknowledgement:**

This job description is an overview of the duties, responsibilities, and requirements of the position. You may be required to perform other duties throughout your employment at the reasonable request of your line manager.

I acknowledge that I have read and understood the job requirements, responsibilities, and expectations outlined in the job description.

Employee Name		Employee Signature		Date	
Line Manager Name		Line Manager Signature		Date	