



1. JOB IDENTITY

Post Title:	Team Leader (L&D)	Service:	Legal and People
Section:	Learning and OD	Grade:	Team Leader M
Reports to:	HR Manager		

2. JOB PURPOSE

Working closely with the Learning and OD team, the wider HR team, Service, leaders and managers, employees and elected members as well as external organisations, ensure that employees and elected members are provided with a range of learning and OD support designed to meet corporate and external expectations in terms of leadership and management and digital competence. Source and deliver Learning and development programmes to the Aberdeenshire Council workforce, developing people and capabilities required for a Digital workforce, focussing on both growth mindsets and good digital practices.

There is a responsibility for the post holder to demonstrate a commitment to quality service delivery through continuous improvement for the benefit of the Service and the organisation

3. CORE RESPONSIBILITIES / DUTIES

- Lead and manage the leadership and organisational development team, ensuring that development needs are identified and met as appropriate
- Lead on the planning and development of a strategic approach to digital workforce skills and learning across the organisation.
- Working with others, lead on the development, co-ordination and implementation of a range of strategies, policies and procedures to support learning and organisational development, including, agile workforce, talent management, performance management, employee recognition and engagement, learning culture and many more.
- Ensure the delivery of a range of learning support to both councillors, managers and the workforce through effective planning, prioritisation and evaluation
- Contribute to the careers element of Workforce Strategy and springboard through targeted development programme.
- Monitor the Learning and OD budget
- Prepare data led management reports.
- Manage the digital workforce skills programme.
- Manage the Digital Champion community, currently 500 individuals. Responsible for developing the DC network in terms of numbers, duties, and influence.
- Keep up to speed with national developments, analyse complex and wide-ranging information and develop strategies or plans to ensure current and future requirements are met in relation to workforce and elected member training and development.

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4. QUALIFICATIONS AND TRAINING

Essential: • Academic achievement to degree level in a relative discipline or equivalent transferable experience and skills

Desirable: • CIPD Qualification

5. EXPERIENCE

Desirable: • Local Government or Public Sector Experience

6. KNOWLEDGE AND SKILLS

Essential:

- Ability to organise self and team to identify priorities and meet deadlines
- Highly developed analytical, research, interpersonal and report writing skills
- Negotiation, influencing and facilitation skills
- Ability to establish and maintain effective customer relationships
- Knowledge of payroll statutory legislation
- Awareness of role of HR in the changing nature of local government and public sector
- Ability to travel

Desirable: • Knowledge of conditions of service for local government employee groups

7. ADDITIONAL REQUIREMENTS

Driving Compliance

Authorised Car User

It is a material condition of employment for this post that the employee holds a current full driving licence and has a car available, whenever required, in order to undertake the full range of duties of the post. As such, the post is designated as an authorised car user and will be entitled to receive mileage payments.

The employee will also be required to produce their licence, on request, at periodic intervals.

Should the employee's driving licence be withdrawn, for whatever reason, it may be necessary to terminate the employee's appointment.

Politically Restricted	This is a Politically Restricted position as identified by the Local Government and Housing Act 1989. Further information on restrictions as a result of this designation is available by visiting the recruitment pages.
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