

## CPC490 - Learning & Development Partner

Location	London or Milton Keynes
Reporting to	Head of Skill Development
Working hours	Full time
Contract type/duration	Permanent
Date written	October 2021
Closing date	2 <sup>nd</sup> November 2021

### Purpose of the role

The Learning & Development partner is a key role at CPC in supporting across the business with colleague development and create a learning focused culture. The incumbent will own our internal focus on developing skills that support colleagues to be effective in their role and that support the business goals and strategy.

The role will facilitate the business in diagnosing learning needs before identifying, designing, and facilitating appropriate development solutions. In essence, designing and implementing the CPC learning and development plan as part of a broader people strategy.

### Key Responsibilities

- Contribute to the design of and embed a CPC learning and development plan that engages colleagues in continuing professional development
- Consult and collaborate with a range of stakeholders to evaluate development requirements, desired results, any constraints and identify appropriate solutions
- Be the first point of contact to accurately assess development requests and recommend appropriate solutions to meet the needs of both individuals and the business
- Act as the liaison across corporate services to ensure mandatory training is delivered and behaviours embedded within the organisation
- Develop L&D awareness and commitment across the organisation to drive continuing professional development
- Implement the required systems and processes to support colleague learning
- Work with the HR team to consider relevant opportunities for

- apprenticeships and use of our levy funds
- Work with the Head of HR to drive the adoption of a broader performance management framework, identifying opportunities for development and coaching managers in effective practice
- Utilise and build on our delivery teams' skills framework to support development opportunities / resourcing strategies that align with the strategy
- Develop a framework of external learning provision that helps achieve consistency of approaches and content relevant to CPC, including cost benefit analysis with any recommendations
- Support change programmes where learning needs are identified
- Design and project manage delivery of identified development interventions to meet business, team or individual needs
- Produce relevant metrics as part of regular reporting, including evaluation measurements to evidence impact and return of investment
- Enable monitoring and review of knowledge and behaviours developed and applied
- Keep up-to-date with the external environment to ensure CPC's learning opportunities remain relevant and where external funding can be utilised
- You may be required to undertake any other reasonable duties to support the Catapult in achieving its strategic outcomes and ensure effective business operations

### **Required skills and experience**

- Demonstrable experience as a standalone independent L&D professional in a fast moving/highly technical sector
- Creation of an L&D framework from start to end, identifying needs and opportunities and delivering against them
- Experience of working with specialist teams with varied needs
- Confident working independently alongside building collaborative approaches
- Experience of creating L&D frameworks focused on learning within role alongside formal training
- A creative approach, focusing on new and better ways of doing things and resilient when faced with challenges
- Proven ability to build stakeholder relationships, including with Executive teams
- Excellent communication skills
- Proven ability of using metrics to measure success
- Able to manage multiple priorities / activities
- Budget and third-party supplier management
- Strong business acumen and understanding of the impact of development on business performance

*Desirable:*

- Experience of working with SharePoint
- Experience working in an innovation oriented or highly technical organisation
- Coaching / mentoring skills or appropriate qualifications
- Project Management skills
- Active member of relevant professional body / external network groups
- Management / Leadership development

To apply for this role please email us on [jobs@cp.catapult.org.uk](mailto:jobs@cp.catapult.org.uk) with your CV and covering letter attached quoting the ref: **CPC490**

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