



Role Profile

Job Title: L&D Business Manager	Role Profile Number: ENH177
Grade: R Salary:	Date Prepared: 25 January 2022
Directorate/Group: People, Culture and Organisational Resilience	Reporting to: Head of Organisational Development
Structure Chart attached:	No

Job Purpose

As our L&D Business Manager you'll have overall responsibility for scoping, negotiating and influencing statutory and mandatory learning across our three main directorates: Adults, Children's and Operations. You will act as a learning expert, providing advice to shape and commission learning. You will oversee the L&D budgets associated with the directorates you support, regularly tracking and reporting on spend and the evaluation of learning programmes.

As well as partnering with directorates on their learning plans, you will lead our apprenticeship strategy, developing a strategic apprenticeship board. You will work closely with senior board members and stakeholders to design an apprenticeship strategy. You will use your eye for detail to track and report levy utilisation, and lead interventions to maximise the use of our levy. As well as working at board level, you will oversee Apprenticeship experience, identifying ways to improve and enhance apprenticeship opportunities here at Swindon Borough Council and in the community.

Key Accountabilities

- Partner with our directorates to scope, commission and evaluate statutory and mandatory learning
- Work with our L&D Admin Team to make sure learning is commissioned on time and to budget
- Oversee the budgets associated with the learning plans, tracking and reporting on this to senior stakeholders regularly
- Work in collaboration with our L&D Change Partners to identify opportunities to utilise the apprenticeship levy and other work-based learning opportunities as part of workforce planning
- Introduce a strategic apprenticeship board to design and monitor our apprenticeship strategy
- Oversee apprenticeship experience, working with our Apprenticeship Coordinator to enhance apprenticeship opportunities and impact

- Acting as a matrix manager to colleagues who will lead on the implementation and day-to-day coordination of learning plans
- Oversee our apprenticeship levy spend and identify interventions to maximise the opportunities that the apprenticeship levy provides

Knowledge & Experience

- Experience of leading learning programmes, particularly those that have legal and safeguarding importance
- Knowledge of learning theory, and the ability to identify a range of solutions to nurture a learning environment
- Experience of working closely with a range of stakeholders, negotiating and influencing sometimes competing requests for resource
- Experience of managing, tracking and evaluating financial spend associated with learning
- Experience of working in a matrix environment, using influencing and negotiating skills to make sure learning plans are delivered on time and to budget outside of direct line management responsibility
- Knowledge of the apprenticeship levy and associated frameworks

Qualifications

- CIPD 7 or equivalent professional experience
- Coaching qualification or willing to work towards one

Decision Making

- Decision making on complex and often competing requests
- Decision making on statutory and mandatory learning programmes, with legal implications
- Matrix management – working outside of formal line management responsibility to deliver statutory and mandatory learning
- Signing off invoices as appropriate to work undertaking

Creativity and Innovation

- Ability to work within budget constraints to deliver learning programmes
- Working with competing demands for budget and resource and negotiating as appropriate
- Taking strategic ambitions for apprenticeships and translating these into tangible, measurable interventions to maximise levy funding

<p><u>Job Scope</u></p> <p>Number and types of jobs managed</p> <ul style="list-style-type: none"> • Member of OD Management Team, acting as a matrix manager on projects on a regular basis • Act as matrix manager to the Apprenticeship Coordinator contributing to performance objectives and evaluation • For six months of the year, will line manage a seconded L&D admin team member while learning plans are being scoped (peak period) <p>Typical tasks supervised/allocated to others</p> <ul style="list-style-type: none"> • Budget tracking • Coordination of learning plans • Tracking attendance of learning programmes • Apprenticeship coordination 	<p>Budget Holder</p> <p>Responsibility</p> <p>Asset Responsibility:</p>	<p>Yes</p> <p>.</p>
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Contacts and Relationships

(how the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council)

- Director level contact on a regular basis, attending board meetings to report on and negotiate financial spend
- Officer contact on a regular basis, evaluating the impact of learning and apprenticeship strategy
- Regular contact with partner organisations to progress partnership working as appropriate
- Regular contact with learning providers ranging from consultants to universities

Other Key Features of the role

(working environment / emotional / conditions i.e. regular outside work, unpleasant or hazardous conditions, practical demands such as standing, carrying or working in constrained positions, potential verbal abuse and aggression from people, or risk of injury).

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name:
Date:	