

Head of Learning and Development

Level:	Head of Service
Team:	People and Culture
Line manager:	Executive Director of People and Culture
Responsible for:	Learning and Development

About the job

- Develop, manage and deliver leading edge learning and development initiatives and strategies to maximise the potential and contribution of all colleagues within Vico Homes to support the strategy.
- Be a change agent and innovator, ensuring that the learning and development offer is developed and modernised to meet changing business needs.
- Leadership and oversight of the Vico Academy, ensuring there is a clear annual plan of learning and development activity across the organisation, including all professional skills, trade skills, compliance, apprenticeships, line management and leadership. This will include all compliance and competency training associated with the housing sector.
- Develop and implement colleague engagement strategies that drive the delivery of organisational objectives, including the growth strategy and colleague experience plan.
- Develop and implement EDI training and development that supports the delivery of a truly inclusive organisation.
- Ensure that the organisation has an effective personal development process, that is fit for all roles and levels, and that ensures the delivery a high performing culture.
- Lead on cultural change through driving leadership development in line with our values and vision and leading on the embedding of values, behaviours and high performance across Vico Homes.
- Ensuring that the learning and development offer is forward focussed to support organisational growth.

You'll be trusted to

- Lead, motivate and develop colleagues in the Learning and Development Team, ensuring that the team has the right skills to deliver the annual plan of activity through the Vico Academy.
- Own the learning and development budget and be future focussed on what is needed to support the strategy and colleague experience plan, ensuring value for money with all activity.
- Support the Executive Director of People and Culture in the development and implementation of leading-edge learning and development strategies in line with our values, behaviours and vision.

- Focus on delivering against Key Performance Indicators (KPIs) in relation to learning and development, ensuring there is a pro-active approach to the delivery of the KPI's, and that all learning and development has a real impact on organisational effectiveness.
- Contribute to the Colleague Experience Plan and be a key member of the People and Culture management team.
- Provide regular reports to the Vico Executive Team (VET) and other stakeholders, in accordance with the performance development framework, on the performance and effectiveness of the delivery of programmes.
- Monitor the outcomes of the performance and development conversations process, to ensure that development needs for colleagues are included in the annual plan of learning and development activity.
- Work with the Executive Director of People and Culture and the management team on the development and implementation of colleague engagement strategies and action plans that result from all colleague voice feedback.

Who you'll work with

Internal: Vico Executive Team, Directors, senior leaders, line managers, colleagues, apprentices.

External: Suppliers, contractors, partners, learning and development providers, other housing providers, professional bodies.

Our values

At Vico Homes our values drive us and run through everything we do. We're looking for someone to join us who can live those values like we do.

We are:



The Specifics

This section identifies the qualifications, skills and behaviours needed for an effective performance. Using these clarifies the personal qualities and workplace behaviours expected of the post.

Personal Skill Characteristics	Essential (Tick)	Desirable (Tick)	Method of Assessment (Code list below)
Evidence of continuing professional development	✓		AF / I
CIPD Level 7 qualification and professional membership or CIPD Level 5 or equivalent with suitable other professional qualifications (eg, coaching, psychometrics, etc.)	✓		AF / CQ
Experienced leader within learning and development	✓		AF/ I
Has high energy and a driver for results and can challenge the status quo to deliver organisational impact	✓		I
Commercially savvy and understands how learning and development can deliver a high performing organisation	✓		I
Experience of bringing innovation and creativity into an organisation's learning and development activity	✓		AF/I
Has a colleague-focussed approach	✓		AF / I
Creates an inclusive, supportive and safe environment for their team	✓		AF / I
Addresses conflict in an unbiased and empathetic way	✓		AF / I
Provides clear roles and responsibilities for their team	✓		AF / I
Understanding of EDI and how this is incorporated into a learning and development plan	✓		AF / I
Maintains high standards of work in line with targets	✓		AF / I
Excellent presentation skills, both verbal and written	✓		AF / I
IT literate (Microsoft applications)	✓		AF / I
Communicates and works effectively with both internal and external stakeholders	✓		AF / I
Visible and approachable; can build strong relationships	✓		AF / I
Ability to motivate individuals and teams to work effectively together to achieve team goals	✓		AF / I
To be able to work effectively and build good relationships with all levels in the organisation	✓		AF / I
High emotional intelligence, adapting communication style based on the situation and person	✓		AF / I
Ensures the team's tasks are prioritised in line with KPIs and strategic plans	✓		AF / I
Reviews progress, adjusting plans where appropriate, to achieve goals	✓		AF / I

Personal Skill Characteristics	Essential (Tick)	Desirable (Tick)	Method of Assessment (Code list below)
Communicates business changes in a clear and compelling way	✓		AF / I
Embeds change and improvements at the right pace and right time	✓		AF / I
Provides a value for money service with experience of managing an effective budget	✓		AF / I
Holds a full valid UK driving licence with access to a vehicle and the ability to travel throughout the Vico Homes operating area as required		✓	I
Adapts decisions based on learning, knowledge and experience		✓	AF / I

Key

AF - Application Form

I - Interview (this may include a presentation and occupational test where appropriate)

CQ - Certificate of Qualification