

JOB DESCRIPTION

APPENDIX C

Before completing this form, please read the BTP 'Guide to writing job descriptions for Police Staff roles' Appendix B to the SOP.

A. POST DETAILS:

Job Title:	Senior Leadership Development Partner	Current Grade:	C001
Department:	People and Culture	Area:	Learning & Development
Reports To:	Head of Leadership Academy	No of Posts:	1
Level of vetting:	Recruitment Vetting	Post Number:	

B. PURPOSE OF THE POST: *Why the post exists and what it has to achieve*

Working closely with the Head of the Leadership Academy, the Senior Leadership Development Partner will design, develop and deliver the Leadership and Management learning for BTP Police Officers and Staff, with the aim of ensuring that all programmes are aligned to the delivery of organisational strategic objectives as well as delivering BTP's leadership vision and transformational leadership behaviours.

C. DIMENSIONS OF THE POST *The key statistics associated with the post*

- Financial – N/A
- Staff Responsibilities – N/A
- Any Other Statistical Data – N/A

D. PRINCIPAL ACCOUNTABILITIES: *What the job is accountable for and required to deliver*

- Design, develop and deliver blended Leadership and Management learning interventions for Police Officers and Staff of all levels across the Organisation that support the BTP's strategic objectives, leadership vision and transformational goals.
- Work with the Head of the Leadership Academy, HR and the Talent Management Lead to identify priority learning needs for the organisation and develop solutions to meet the needs.
- Facilitate the development of management teams and support leaders in creating a culture of learning.
- Evaluate the success of new and existing learning solutions, particularly around the changes and improvements around behaviours and culture.
- Provide tailored, individual coaching to Senior Police Officers and Staff to assist them in developing their skills and competence to meet BTP's future needs and their personal learning needs.
- Horizon scan for future initiatives, trends and developments in the Leadership and management fields and introduce these to BTP as appropriate.
- Build strong partnerships with Senior Management and Leadership teams to provide expertise and advice on individual and senior team development.
- Build strong relationships with Rail Industry, TfL and police partners (e.g. other forces, College of Policing, etc.) and other external organisations to ensure the compatibility of BTP's leadership framework with external best practice and to bring speakers and lessons learned to BTP.

REWARD

D. PRINCIPAL ACCOUNTABILITIES: *Continued.*

- Design, create and deliver innovative and engaging blended learning interventions and products to embed a culture of learning and continuous improvement for Police Officers and Staff.
- Ownership of ad hoc learning projects in line with leadership academy plans and the needs and priorities of the organisation.
- Provide strategic direction, support and guidance to leaders and managers at all levels on leadership learning related issues as required.
- Provide thought leadership and encourage and support the development of 'Thinking Leaders' and organisational learning.
- Support leadership assessment through psychometric testing and 360° feedback tools

E. DECISION MAKING:

Make decisions

- Make decisions regarding the coordination of both internal and external learning interventions.
- To decide upon the provision and location of external training providers.
- To decide on content, design and on-going development.

Significant say in decisions

- The management of Police Officers and Staff in all aspects of Leadership, training and future development.
- **Assessment of leadership and management potential**
- Short term budget and staffing decisions
- External training providers and consultants.
- Locations of training courses.

F. CONTACT WITH OTHERS: *The frequent contacts the post holder has with others and for what purpose*

Internal

- Head of Leadership Academy
- Director of People and Culture
- Deputy Director of People and Culture
- Head of Learning & Development
- Leadership Academy team
- Talent Management Lead, Coaching Lead and HR People Partners
- Divisional Commanders and Department Heads
- Team Managers (Police and Staff)
- Chief Officer Group

External

- BTPA
- College of Policing
- External Learning Providers
- Academic Partners
- Other Police forces and similar Emergency Service Agencies
- External organisations including Civil Service Departments

G. REQUIREMENTS: *The skills, knowledge, experience, qualifications and training required to perform the job.*

Essential Criteria:

Qualifications and Training:

- Educated to Degree level in relevant discipline and/or extensive experience in the field of L&D, OD and/or Leadership Development supported by a successful track record of designing and implementing innovative business focused blended learning solutions within in a large complex organisation.

Experience:

- Demonstrable experience in building leadership credibility, rapport and influence internally and externally (especially Senior management and Executive levels)
- Experience in a Business Partnering or similar consulting role
- Demonstrated experience of personally managing and leading a team/function
- Demonstrable experience in Coaching and Mentoring of managers / leaders
- Proven ability in designing, developing and maintaining blended Leadership and Management training programmes, including curating within an LMS, designing Digital and Multi Media (70:20:10)

Skills:

- Strong facilitation skills
- Excellent personal and written communication skills: Excellent interpersonal skills
- Strong problem solving and negotiation skills
- Ability to develop good working relationships with external training providers
- Demonstrated ability to improve efficiency and effectiveness of working practices
- Intuitive and capable of using own judgement to innovate solutions and resolve business issues
- Planning and organisational skills
- Exceptional presentation skills - ability to deliver leadership development interventions at all levels across the organisation

Knowledge:

- Excellent knowledge of current leadership and development best practice, both in theory and in practice.
- Applied knowledge of Learning and organisation development interventions to support cultural change
- Detailed understanding of how to support professional development in role/rank pathways

Desired Criteria:

Qualifications and Training:

- Level 5 (or above) coaching certificate or equivalent
- Trained leadership advisor for 360 feedback
- Qualified A1 assessor or be willing to work towards this

Experience:

- Experience of working in a Police environment in an area of leadership development
- Experience in managing processes and projects
- Applied knowledge of Neuro-Linguistic Programming, Neuroscience or equivalent behavioural psychology
- Experience of working in an organisation undergoing significant transformation

H. ANY ADDITIONAL INFORMATION: *Information relevant to the role, including any particularly challenging/ difficult aspects of the job. If competencies have been developed for this post, these can be listed here.*

- A high degree of personal integrity and discretion is required in this role
- Successful candidates will be subject to a security vetting process.

I. AUTHORISATION DETAILS

Prepared By:

Date:

Area Commander /FHQ

HoD:

Date:

Evaluation Panel:

Date:

REWARD