

REGULATOR OF SOCIAL HOUSING ROLE PROFILE

Role	Head of Learning & Development	Directorate	Finance & Corporate Services
Reports To	Assistant Director of HR	Section	HR
Post Reference		Grade	19

Purpose of the Role

As a member of the Regulation Leadership Team, to act as a role model within the Regulator of Social Housing and to contribute collaboratively and constructively to the overall leadership of the Regulator.

Reporting to the Assistant Director of HR with a focus on the delivery of longer-term organisational development projects and initiatives, strategic planning, and ensuring the efficient and effective delivery of the L&D functions and services to enable the regulator to function as an organisation and deliver its objectives, complying with all relevant legislation, applicable government guidance and good practice standards.

The functions and services include; Leading a specialist L&D team to deliver on complex projects, across departments and directorates, in order to implement key learning and development strategies; Leading on effective staff engagement strategies and play a key role in the development of the Regulator's culture development programmes; Commissioning external contractors and managing service level agreements for L&D, and providing a strategic L&D Consultancy service to Senior Leadership Teams, working in conjunction with the HR Business Partners.

The overall purpose of the L&D function, working alongside other functions in the Finance and Corporate Services directorate, is to ensure the smooth running of the machinery of the regulator as an organisation, to allow the regulator to meet its fundamental objectives and the direction set by Regulation Committee (Board).

Main Duties and Key Accountabilities of the jobholder

- To design, develop and implement strategic L&D initiatives and organisation-wide projects across the regulator
- To consistently work collaboratively and openly with the executive team, senior leadership team and across the organisation to facilitate the achievement of the fundamental objectives of the regulator
- To provide advice and support on all L&D matters to the chief executive and the executive team
- To lead on digital training design and delivery, to enhance the Regulator's L&D offer
- To integrate AI with L&D initiatives where this has a positive impact
- To scope and implement a new learning management system
- To provide L&D advice to ensure that the regulator complies in all respects with employment legislation and applicable government requirements
- To actively shape the organisational design, culture and leadership training by providing expert advice and input where required
- To manage the relationship with the Government's L&D provider, (GSCU), its suppliers and any other external L&D practitioners engaged by the regulator, including those commissioned to deliver leadership development activities

- To manage the complex procurement processes required whilst achieving all required SLA's, satisfying internal data protection and legal requirements, and overseeing and actively driving the procurement process to provide a smooth service for our staff.
- To design and implement the Regulator's annual Learning & Development Plan and related budgets
- To review, develop and deliver L&D policies, procedures and associated delivery plans, in accordance with best practice, employment legislation and government requirements
- To work with the AD Corporate Services and Performance on developing Organisation Development related policies, procedures and associated delivery plans, including on performance management; L&D; staff engagement; equality, diversity and inclusion; and organisational culture and values.
- To manage the regulator's relationship with external L&D service providers including the GSCU in the development and implementation of relevant organisational initiatives
- To work with the AD and Director of Finance and Corporate Services to ensure effective delivery of the L&D service
- To produce and analyse relevant L&D management information, highlighting issues and where possible making recommendations for resolution
- To line manage L&D administration and support staff as required.

Working Relationships and Contacts

- Regulation Executive Team and Senior Leadership Team
- DLUHC sponsorship team
- Government Campus (GSCU)
- Regulation Committee (Board)
- AD Corporate Services and Performance
- AD Legal services and Company Secretary
- AD Strategy and Communications
- Head of Finance
- Head of Performance
- Union and other staff representatives

Role Requirements

Qualifications (academic and professional, knowledge, skills and experience required to do the job)

Qualifications

- CIPD qualified
- Desirable: Degree level or equivalent

Knowledge, skills and experience

- Strong understanding of L&D and OD theory and practice
- Experience of change management from a people perspective

- Ability to work collaboratively and constructively with cross Agency and cross government teams at all levels and to take responsibility and proactively demonstrate accountability for own and team's areas of operation
- A high level of resilience and ability to manage ambiguity and challenge
- Ability to adopt an optimistic and pragmatic approach to solving problems
- Personal credibility
- Excellent level of written and verbal communication skills
- A champion of the Regulator's values

General Responsibilities

- To adhere to the Regulator's Equality and Diversity and Equal Opportunities policies in all activities and to actively promote equality of opportunity
- To be responsible for own health and safety and that of colleagues and all others in the workplace, in accordance with the Regulator's Health and Safety policies
- To demonstrate the Regulator's core values in all working relationships within the workplace
- To work in accordance with the Regulator's Data Protection Policies and adhere to the Regulator's Freedom of Information policies where appropriate
- To undertake such other duties as may be reasonably expected