

Job description

- Title:** Learning & Development Business Partner
- Reports to:** Head of Learning & Development
- Location:** Any IOPC Office
- Grade:** 13
- Salary:** £44,340 (plus £4,438 London Weighting Allowance if based in Canary Wharf or Croydon)
- Contract:** Permanent

Purpose

As a Learning & Development (L&D) Business Partner, you will be welcomed into a dynamic and inclusive L&D team. The IOPC is on a journey to develop its culture, perspectives and ethos to support the organisation's core outcomes and this is your opportunity to enter into the varied world of IOPC People Directorate, allowing you to develop your mindset and approaches to contribute to improving the police complaints system in England and Wales.

The Independent Office for Police Conduct (IOPC) is committed to having an efficient and effective workforce and the L&D team is instrumental in realising that goal. The L&D team is ambitious and innovative; it strives to build a culture of learning and to empower people to drive their own development.

The L&D Business Partner role is a role in the L&D team in the People Directorate. Its main purpose is to support the business in achieving its strategic aims (One Plan) by working with stakeholders to diagnose and deliver high impact L&D interventions which drive performance, quality, effectiveness and empower the people who work here.

Reporting to the Head of Learning & Development, the L&D Business Partner will work collaboratively with the other teams in the People Directorate to ensure seamless delivery of all People Directorate work. The post holder will need to be

comfortable with matrix working and should expect to lead work involving colleagues across the organisation.

The L&D Business Partner will use expertise, collaboration and coaching to help solve business issues and support colleagues. They will help build a culture of continuous learning and improvement and always act as a role model by demonstrating IOPC values.

Organisational context



We work in the context of our agreed values which inform the way we do things at the IOPC. The L&D Business Partner will need to be committed to managing in the context of these values.



Seeking truth

We feel privileged to be the custodians of the police complaints system. We value the trust of the public and police and commit to being just and fair in uncovering the truth. We recognise that a just outcome relies on being unbiased and transparent in getting to the truth of what happened.



Being inclusive

We have an inclusive culture. We are fair and impartial in our treatment of all individuals. We work across boundaries, both internal and external, collaborating and building strong relationships.



Empowering people

We believe everyone should be a leader and play a part in shaping the direction of the organisation. We provide a supportive and challenging environment where people can thrive and reach their potential. We trust our people to do the right things. We encourage calculated risk taking and evidence-based decision making. Where genuine mistakes are made, we will support people and identify opportunities for learning and improvement. We ensure that people can make complaints without experiencing unfair treatment.



Being tenacious

Our work requires us to be bold, resilient and committed to making a difference to the public. We take our duties as public servants to heart and our dedication is reflected in our work. We meet the challenges with perseverance to attain individual and organisational goals.



Making a difference

The value of our work is not defined solely by volume, but by the impact our work has on policing and public confidence. We define quality by how well our work meets the service user needs. We will focus our efforts on areas that will make a difference to our communities.

The IOPC is committed to **promoting equality and valuing diversity** in everything we do. Our vision is to be, and to be seen as, a leader in inclusive employment and services, demonstrating this ethos in everything that we do.

- As a silver standard Stonewall employer, we continue to commit ourselves to being a LGBTQ+ employer through the work of our Pride LGBTQ+ Staff Network, creating welcoming environments for lesbian, gay, bi and queer people.
- We are pleased to share we are a signatory of the Business in the Community Race at Work Charter. The Charter is composed of five [calls to action](#) for leaders and organisations across all sectors.
- Being a Disability Confident employer, the IOPC is dedicated to removing the barrier for disabled people to thrive in the workplace.
- Our Staff Networks are constantly working to make the IOPC the leaders of inclusive employment, from our Allyship Programme to [Operation Hotton](#), to [Welsh Language Standards](#) and Know the Line Policy, we are constantly seeking new ways to create an environment for all to develop and thrive.



Main duties and responsibilities

A multi-faceted L&D professional role that provides opportunity to directly contribute to strategic work of the IOPC, influence a learning culture and make a difference to the people work here.

MAIN DUTIES AND RESPONSIBILITIES

Business Partnering:

- Work in partnership with key stakeholders to understand business issues, diagnose problems and advise on L&D interventions which have measurable benefits and impact.
- Use professional knowledge, research of industry best practice and personal experience to inform business proposals, change initiatives, policy and practice.
- Seek out and identify skill gaps, learning needs and new opportunities for learning and improvement through continuous assessments and observations.
- Form and nurture professional relationships and links with internal stakeholders, teams and networks.
- Design and lead facilitated discussions, workshops and activities with multidisciplinary groups and colleagues at all levels of the organisation. e.g. 'live' LNA, root cause analysis, SLT workshop.
- Promote the work of the team and inspire others about learning and development through speaking in meetings, delivering presentations and networking at events and conferences.
- Contribute to the development of the IOPC People Strategy through matrix working across the directorate, particularly with the People Directorate Management Team (PDMT)

Business Management

- Responsible for the delivery and quality assurance of a varied programme of L&D work packages (research, design, delivering interventions, programme management & projects) through effective management of people, time, priorities and budgets.
- Work closely with peer L&D Business Partners and Head of L&D to continuously re-evaluate and re-prioritise workloads to ensure a smooth delivery of L&D products to the business.
- Contribute to the L&D business and budget planning process by taking the lead on planning of specific areas, using business acumen to ensure value for money, return on investment and the responsible use of public funding.
- Commission, manage and oversee contracts/procurement with external training and qualification providers.
- Managing relationships with Awarding Bodies, facilitating inspections and quality audits.

- Develop, draft and present high-quality business reports and Board papers outlining key L&D proposals and issues.
- Lead the research, development and drafting of L&D strategies and policies at the direction of the Head of L&D.
- Deputise for Head of L&D in their absence.

People Management

- Lead, manage and motivate a team of L&D professionals through coaching and mentoring them.
- Support team members through their professional qualifications and apprenticeships.
- Embrace opportunities for personal and professional growth on the team by having regular development conversations.
- Lead difficult conversations about poor performance, capability or behaviour contrary to the IOPC values.
- Robustly and quickly respond to concerns about performance, capability and conduct by seeking advice and applying relevant IOPC policies.
- Lead, manage and motivate matrix teams brought together to deliver defined projects and outcomes.

Learning & Development:

- Obtain and maintain a good understanding of the IOPC skill profile and existing L&D programmes, initiatives and products.
- Maintain credibility and professional expertise through driving own continuous professional development, keeping abreast of industry advances.
- Disseminate your learning, share good practice and ideas for improvement with the team and wider organisation.
- Ensure all L&D activities are underpinned by Equality (EIA) and Data Protection Impact Assessments (DPIA)
- Ensure L&D products add value and demonstrate impact and return on investment through effective evaluation.
- Engage with relevant external organisations to carry out benchmarking activities, access peer learning opportunities and seek out good practice.
- Horizon scan for innovations that can contribute to the teams/organisational goals.

Person specification

Essential

- Have at least 3 years of proven Learning & Development experience in a professional context

- CIPD Level 5 qualification in L&D consultant/business partner or equivalent/higher qualification/experience (or be working towards it)
- Have a good understanding of learning theories & practice and demonstrable experience of applying these concepts in a live environment.
- Confident communication and engagement skills at all levels and in varied contexts.
- Have experience of writing high quality and complex business papers and proposals which propose strategic business benefits.
- Have experience of managing and/or developing effective collaborations with internal and external stakeholders.
- Experience of leading, facilitating and motivating groups to achieve collaborative outcomes.
- Experience of leading high performing teams and supporting individual, professional and organisational development.
- Proven commitment to personal and professional growth through Continuous Professional Development.

Desirable

- Professional experience of Learning & Development in a public sector, or legislative context.
- CIPD Level 7 achievements in Human Resources Development
- Experience of matrix management

Reasonable adjustments

The IOPC is a diverse and inclusive workplace and we want to help you demonstrate your full potential whatever type of assessment is used. We are open to providing you with the tools you need to succeed, from extra time to formatting changes, to name a mere few. If you require any reasonable adjustments to our recruitment process, please email humanresources@policeconduct.gov.uk

Working conditions

Making the IOPC a great place to work is one of our key priorities. We are pleased to offer a unique hybrid working model based on business needs, balanced with the needs of our colleagues. Our business need framework guides our decisions about when it is best to work onsite (in our offices or other appropriate locations) to complete tasks most effectively or when to work remotely, offering colleagues flexibility to work where they feel most productive and supporting work-life balance. The model also encourages staff to feel welcome at the IOPC by ensuring we have opportunities to work face-to-face as teams.

Preparation checklist

- ☐ Review the full job description

- ☐ Review the behaviours and the descriptors for each behaviour
- ☐ Review the Strengths dictionary
- ☐ Review the IOPC values
- ☐ Consider your Strengths (if applicable)
- ☐ Consider drafting example answers that cover the specific elements
- ☐ Prepare some questions to ask the interviewers