

Role: Learning & Development Manager	Location: Scunthorpe UKP	Grade: Specialist Manager
Department: People Function	Line Manager: Senior HR Manager Dotted Line Manager: N/A	Direct Reports: Yes – On-boarding team & Training team
<p>Job Purpose: To follow procedures and required practices to ensure that we produce products of the highest quality, food safety and food integrity.</p> <p>In collaboration with the People team effectively manage and develop the Learning & Development (L&D) arm of the department supporting the delivery of all L&D activity and key projects across the site with a strong emphasis on leadership. Contribute to the business success by training and developing our people, ensuring the workforce is able to meet the changing needs of the business forging cultural unity.</p> <p>Drive a positive customer focused environment that people feel contented and able to grow and develop to the best version of themselves. Overall control for the L&D function ensuring best practise is followed efficiently and aligns with the Company objectives. Lead continuous improvement projects with systems, databases and KPIs. Foster a collaborative partnership with departmental managers to achieve the best result for the colleagues and the business. Responsible for the compliance of the function. In conjunction with the Senior HR Manager continually review processes to ensure we are cost effective and fit for purpose through all our training and development.</p>		
<p>Job Scope: Responsible for the L & D function. Provide assistance to the Senior HR Manager</p>		
<p><u>Stakeholders & Relationships</u> It is essential to create positive relationships to gain positive results through collaborative partnerships with: Senior Leadership Team Management Team Colleagues External bodies</p>		
<p>2SFG Behaviours: <i>Accountability</i> - It's taking responsibility; carrying the burden; being answerable; knowing the onus is on you; accepting the duty; agreeing it's your task; showing integrity; being conscientious. <i>Discipline</i> - It's showing control; making preparations; following best practice; having direction; being methodical; taking time to plan; complying with regulations. <i>Agility</i> - It's being responsive; working at speed; bringing energy; being decisive; making the right call; delegating to others; collaborating when needed <i>Respect</i> - It's showing appreciation; treating with dignity; having courtesy; listening to other views; giving credit to others. <i>Transparency</i> - It's being very clear; being truthful; being straightforward; being trustworthy; showing sincerity; sharing thoughts and plans</p>		

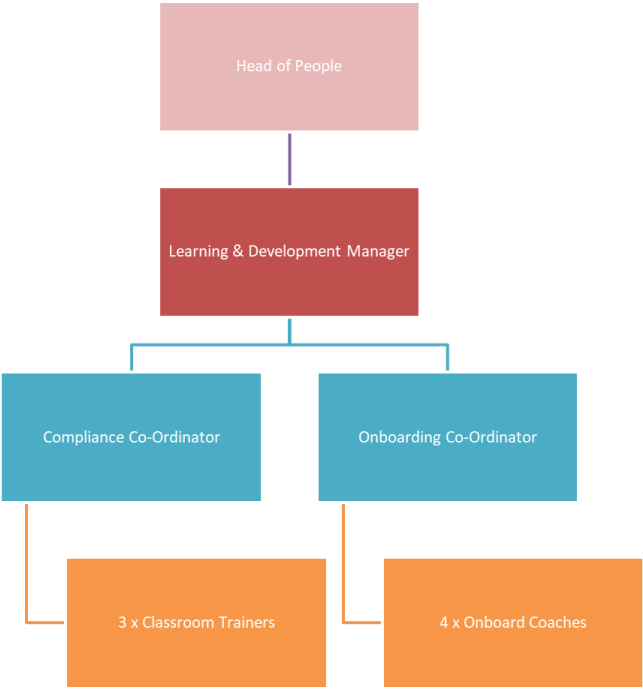
Accountabilities	Responsibilities:	Knowledge, skills, experience
<ul style="list-style-type: none"> Support and implement the L & D strategy using agreed processes A partnered collaborative approach to 'getting the best' from people Foster a progressive mentality towards learning and what is best for our people and organisation Accountable for the creation of bespoke training programmes. Support in the delivery of training when required Train your team to a great standard to coach and develop our people Control and oversee the budget Ensuring compliance with Policies and Procedures To nurture a customer centric culture that puts our people at the heart of everything that we do To lead a plan that inspires and engages our people to feel valued and to fulfil their potential Strive to be a high performing workforce, achieved through leadership, diversity and recognising individual contributions towards the bigger picture. Ensuring we are fit for the future with the best talent in the industry by "unleashing potential" and continuously developing our people. 	<ul style="list-style-type: none"> Ensure compliance with training bodies Convene / attend working groups to ensure that we take account of the development dimension in any initiatives or projects. Ensure colleague personal data is secure and in line with GDPR Use MyPeople for capturing the development data of our people Undertake development research as required Liaise with professional development bodies and networks to disseminate opportunities for professional development and training events, taking advantage of funding wherever possible. Work across the organisation to build a learning culture and positive working environment. Where appropriate, support initiatives across UKP. 	<ul style="list-style-type: none"> 2 years' experience in Leading a team A proven L & D Business Partner Experience working in FMCG is desirable Ability to deliver a responsive customer-centred service A genuine passion and flare for people development Excellent listening skills with the ability to empathise with others. Effective interpersonal, communications and presentation skills. Ability to articulate good practice in a jargon-free, accessible way. Excellent written skills with the ability to draft formal communications A good understanding of the principles of a learning organisation and the importance of informal learning as well as formal training and management education. Excellent IT skills and competent use of MS Office A confident professional with integrity, discretion and the ability to develop trust with staff and managers at all levels. Energetic, flexible, responsive and willing to be hands-on where required and committed to providing a service that makes a difference. Well organised, with the ability to manage multiple projects and work streams as well as ad hoc responsive tasks, balancing a range of priorities and deadlines
Author: Senior HR Manager	Created: October 2021	Reviewed: October 2022 & 2023



KPIs / Performance Measures

Return on investment, Retention, Engagement, Development %/£ - this is not an exhaustive list

Structure fit



I have read and understand my roles and responsibilities as detailed within this job description.

Name.....

Signature.....

Date.....