



## Job Description

### Learning Academy Manager

Job Details	
<b>Grade</b>	GR6
<b>Job Evaluation Number</b>	A220
<b>Number of Posts</b>	1
<b>Department</b>	Learning Academy
<b>Reporting to</b>	Head of the Learning Academy

#### Who Are We?

Birmingham Children's Trust employs circa. 1,900 staff and has an operating budget of approx. £270m per annum.

Local population: circa 1,100,000

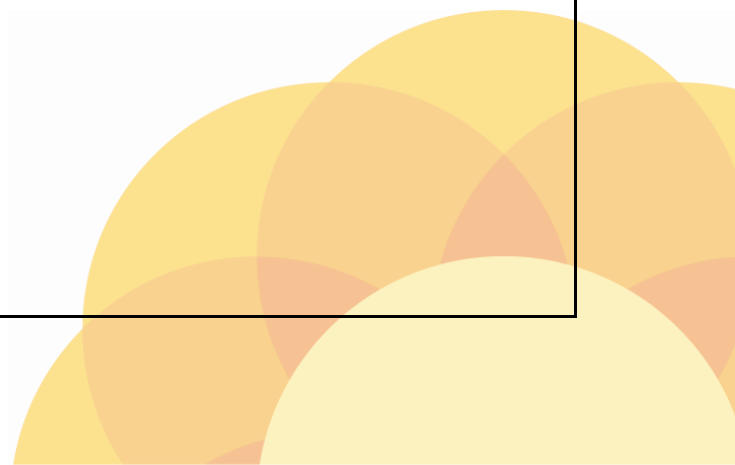
- 32.4% of children are living in poverty (against an England average of 20%)
- Infant mortality is significantly higher than the average (in Birmingham it is 6.7 per 1,000 live births compared to the England average of 4.1 per 1,000)

Our Vision for Birmingham Children's Trust

'Working Together to make Birmingham the greatest city to grow up in'

The sole purpose of Birmingham Children's Trust is to make a positive difference for children, young people and families in the city, by driving up the quality of practice and partnerships across the city and its services.

'We give our best, so young people achieve their best'





Our Values:

ONE **T**EAM

ACCOUNTABILITY AND **R**ESPONSIBILITY

**Q**UALITY AND INNOVATION

RELATION**S**HIPS

HIGH SUPPORT**T** HIGH CHALLENGE

Birmingham Children's Trust Leadership team comprises four Executive Directors; Chief Executive, Director of Practice, Director of Commissioning & Corporate Parenting and Director of Finance & Resources who are responsible for leading and managing the Trust to be an autonomous and high performing organisation, ensuring services are aligned to deliver the Trust's strategic objectives, business plan and for providing expert advice to the Board.

### Key Responsibilities

Composing and delivering an all-encompassing inclusive L&D strategy and programme considering relevance of blended learning options. This may include ideas of coaching, mentoring, on-the-job training, classroom-based learning and e-learning. Analysing information gathered from a range of sources to include audits, complaints and case reviews and staff/management data to inform decision making.

- Taking responsibility for the development of the Learning and Development Strategy and Annual Plan to meet agreed Trust priorities and performance targets. Understanding of professional development and competency frameworks, and able to apply these within organisational objectives.
- Shaping and championing our L&D offer with delivery and quality assurance of training. Taking responsibility of learning in induction, personal/skills development, regulatory compliance, management and leadership development, improving service standards, and growing our internal talent.
- Undertaking yearly learning needs analysis to assess both individual, departmental and organisational learning and development needs. Able to analyse data to create the evidence base for strategic planning.
- Reviewing, developing and quality assuring Learning and development policies/ procedures, and business planning activities.
- Representing the Learning and Development service on local, regional, and national network and strategy groups as appropriate.



<ul style="list-style-type: none"><li>• Identifying and building relationships with external training partners and curate learning content. Always promoting and embedding Equality, Diversity and Inclusion into the learning agenda.</li></ul>
<ul style="list-style-type: none"><li>• Procuring, implementing and maintaining, a Learning Management System (LMS) to help develop, deliver, track and evaluate the learning offer.</li></ul>
<ul style="list-style-type: none"><li>• Advising senior management teams on the implications of national learning and workforce development policies and initiatives and translate these into effective strategies.</li></ul>
<ul style="list-style-type: none"><li>• Keeping abreast of latest learning and development products and approaches and update senior management and decision-makers on latest thinking.</li></ul>
<ul style="list-style-type: none"><li>• Ensuring all regulatory and mandatory training is aligned to national and organisational requirements, inclusive of the Connections Count practice model. Ensuring development methods are appropriate, timely, evidence based, and efficient, minimising disruption to service delivery. Measuring and reporting on KPI performance, identifying the synergy between the training/learning solutions and the performance.</li></ul>
<ul style="list-style-type: none"><li>• Identifying opportunities to work with in house 'experts'/seconders, partner agencies; building relationships to create networks of L&amp;D support.</li></ul>
<ul style="list-style-type: none"><li>• Establishing and maintaining appropriate systems and processes for data collection monitoring. Completes an evaluation of data trends and the impact of learning and development on service outcomes.</li></ul>
<ul style="list-style-type: none"><li>• Assuring a quality learning offer throughout delivery time and troubleshoot where appropriate. Reviewing and analysing to ensure they are meeting their aims, success targets (incl. completion rates) and remain relevant.</li></ul>
<ul style="list-style-type: none"><li>• Measuring and reporting on KPI performance, identifying the synergy between the training solutions and the performance.</li></ul>
<ul style="list-style-type: none"><li>• Leading projects and working groups.</li></ul>
<ul style="list-style-type: none"><li>• Managing the L&amp;D team; managing standards through regular evidence-based supervision and performance review, utilising and manage HR processes and procedures when appropriate.</li></ul>
<ul style="list-style-type: none"><li>• Managing the L&amp;D Budget within BCT regulations; ensuring value for money and return on investment, and highlighting potential risk.</li></ul>
<ul style="list-style-type: none"><li>• Identifying and negotiating appropriate resources from all potential funding streams, including responsibility for income generation and targeted Children's Workforce Development Council funding.</li></ul>
<ul style="list-style-type: none"><li>• Helping to drive a culture of continuous professional development.</li></ul>
<ul style="list-style-type: none"><li>• Supporting the senior leadership and executive where required.</li></ul>



Key Information	
Is a Safeguarding Check needed?	Dropdown Options: <b>Standard</b>
Will this position have Line Manager Responsibility?	Dropdown Options: <b>Yes</b>

### Person Specification

Essential Criteria		
Method of Assessment (M.O.A): AF = Application Form; E = Work Based Exercise; I = Interview; P = Presentation; Q = Qualifications		
CRITERIA	Method of Assessment (M.O.A)	ESSENTIAL
Qualifications	Q	Have a Training/CIPD qualification or Social Work Degree
Training	AF/I	Able to Demonstrate commitment to training and Professional development
Skills	AF/I/P	Able to fulfil all spoken aspects of the role with confidence using the English Language.
Experience	AF/I/P	Manage a team with clear leadership skills in setting clear direction, objectives and responsibilities.
Experience	AF/I	Have a ability to organise, prioritise and effectively manage own workload. In a dynamic environment where priorities can change quickly. Ability to work flexibly to manage the needs of the service and learners.



Experience	AF/I/P	Have experience of delivering, designing and implementing training and/or learning experiences for others.
Competency	AF/I	Follow financial regulations and procedures in managing budget and resources to ensure work is cost effective.
Competency	I	Have experience of building and maintaining effective relationships with colleagues, external agencies,
Experience	AF/I	Able to analyse and link organisational drivers and learning and development priorities to the business planning processes.
Experience	AF/I/P	Build partnership working with operational people-based service management teams and external partners and stakeholders.
Experience	AF/I/P	Provide written reports/briefings and is able to present to senior management teams/boards
Experience	AF/I/Q	Have understanding and current experience in working with children and families to support understanding of organisational context
Knowledge	I	Able to understand actions required to safeguard children. Drawing on a wealth of knowledge and sound judgement of when and what to do. Works collaboratively with colleagues and other agencies to achieve this aim.
Competency	I	Demonstrate accountability and inspires others by acting with integrity, role modelling Trust Values. This includes working in line with our Connections Count practice model.



Competency	I	Build and motivates teams to create a positive team environment. Allows open discussion and innovation, supports performance and empowers staff. Effectively tackles poor performance.
Competency	I/P	Able to successfully persuade and influence individuals and groups on issues of complexity and sensitivity. Uses a range of techniques to achieve acceptable solutions and compromise. Listens well.
Other	I/P	Communicate effectively across a range of contexts, verbal or written. Creates and delivers concise, engaging and accurate information to a range of audiences. Able to adapt style and content to needs of the audience.
Competency	I/P	Provide Interpretation and understands complex written reports and policy documents. Including the ability to evaluate the arguments and create effective outcomes/actions.
Other	I	Develop and implement robust procedures and processes to meet statutory obligations and performance objectives.
Other	I	Have the ability to quality assure and maintains accurate, up to date and accessible records.
Other	AF/I/WBE	Be seen to proactively reduce inequalities of disadvantaged groups. Demonstrates an active commitment to ensure equality of opportunity.
Competency	I/P	Act in a way to treat all people fairly and appropriately. This is done regardless of race, religion, belief, gender, age, disability, sexual orientation, appearance,

		experience or position.

**At Birmingham Children's Trust, we are dedicated to safeguarding and promoting the welfare of children and young people. We expect our staff to create an environment and culture that promotes equality, diversity, and inclusion and advocate for anti-discriminatory practices and behaviours.**

