

Your job

Job Title: Business Partner Leadership Learning and Development

Service: HR & OD

Grade: 10

Reporting to: Leadership Learning and Development Specialist

You will play a key role in delivering the Council's Progress with Unity vision by working closely with the Leadership, Learning and Development Specialist to translate strategic priorities into practical activity that strengthens workforce capability, leadership development and organisational culture.

As the HR & OD Business Partner for Leadership, Learning and Development, you will lead the operational delivery, review and continuous improvement of the Council's learning and development offer. You will support the creation of a positive learning culture by ensuring colleagues have access to high-quality, inclusive and accessible development opportunities that help them build the skills, knowledge and behaviours needed to succeed.

Alongside this, you will oversee the delivery of leadership development activity, leadership networks and the Progress with Unity Experience. You will work collaboratively with managers, services, partners and stakeholders to plan engaging learning and development opportunities that strengthen mission-led leadership, support employee engagement and bring the Progress with Unity vision to life.

Mandatory Statement

The Council is committed to complying with European General Data Protection regulations (UKGDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection regulations.

Wigan Council is an active, strong, and committed corporate parent. As a priority, all employees have a responsibility towards the children we look after and care leavers, not just those employed by the Children's Directorate.

Working Arrangements

The contractual hours for this post will be worked flexibly to meet the needs of the role and the service. Work will be carried out across Council buildings and/or community venues across the borough.

It is our priority to ensure that the role is fulfilled effectively and while there is flexibility to work from home when service delivery allows, the expectation is that staff will attend the workplace for a minimum of two days per week. However, depending on service requirements, you may be required to work your full contractual hours on site at Council buildings and/or community venues.

In this job you will:

In the next 12 months, you will:

- Play a lead role in developing and evolving the Progress with Unity Experience, creating meaningful opportunities for colleagues, partners and communities to connect with our vision, values and ambitions.
- Design and deliver engaging experiences that bring our missions to life, inspiring learning, collaboration and action across the organisation and beyond.
- Develop strong relationships with colleagues, partners, community organisations and residents, ensuring diverse voices help shape the Progress with Unity Experience.
- Ensure the Progress with Unity Experience environment is welcoming, accessible, well-managed and reflective of Team Wigan values and behaviours.
- Lead the operational review and continuous improvement of the Council's core learning and corporate training offer.
- Identify barriers to learning completion and engagement and develop practical solutions to improve uptake and impact.
- Play a lead role in the continuous development of our Mission Leadership programme, progressing our management

fundamentals programme, leadership networks and talent programmes.

On an ongoing basis you will:

- Lead and coordinate the Progress with Unity Experience approach, designing and delivering engagement, participation and development activity that strengthens belonging, connection, wellbeing and organisational culture.
- Gather, analyse and communicate learning, engagement and workforce development insights through reports, presentations and recommendations that demonstrate impact, inform decision-making and drive continuous improvement.
- Determine priorities and coordinate resources across the learning, leadership and Progress with Unity Experience portfolio to maximise organisational impact, escalating risks where appropriate.
- Provide professional advice, insight and constructive challenge to senior leaders and management teams on learning, leadership, engagement and workforce capability priorities.
- Use coaching and inclusive approaches to support leaders and teams to learn, connect and build confidence in delivering mission-led change.
- Lead priority projects and workstreams from planning through to implementation and evaluation, ensuring activity is effectively coordinated and delivers positive outcomes.
- Commission, procure and manage external learning providers where appropriate, ensuring quality, value for money and alignment with organisational outcomes, while championing inclusion, equity and accessibility for all participants.
- Interpret workforce, organisational and sector insight to determine priorities, advise senior stakeholders and shape the future direction of the Council's learning, leadership and workforce development offer.
- Coordinate and continually review the corporate learning and core learning offer, ensuring provision remains relevant, accessible, compliant and aligned to organisational priorities and workforce needs.
- Bring people together around shared goals, facilitating collaboration, co-production and community participation that improve outcomes.

- Set the direction, outcomes, quality and evaluation of the Leadership Development Framework and associated leadership programmes including the Leadership Network and Mission Leadership programme.
- Deputise for the Leadership Learning and Development Specialist where appropriate.
- Work with services, leaders and partners to identify current and future workforce capability needs, translating these into effective learning and development solutions.
- Lead the development and embedding of a council-wide learning culture, influencing behaviours, systems and approaches that support continuous professional development and organisational learning.
- Role-model the Team Wigan behaviours (positive, accountable, courageous and kind) in all aspects of delivery and leadership.

In this job you will need:

You must be able to demonstrate the following essential requirements:

- CIPD Level 7 qualification or equivalent experience /knowledge relevant to the role.
- A strong understanding of learning and development and engagement principles.
- Excellent communication and facilitation skills, with the ability to engage, influence and negotiate, and bring people together around a shared purpose.
- Strong relationship-building skills, developing effective partnerships with senior management, colleagues, residents, partners and stakeholders.
- Experience of coordinating projects, events or initiatives, with the ability to organise activity and deliver outcomes to agreed timescales.
- The ability to translate ideas and strategic priorities into practical plans and actions that make a positive difference.
- Confidence in gathering and using feedback, insight and evaluation data to demonstrate impact and drive improvement.
- Strong problem solving and decision making abilities.
- Experience of supporting transformational work streams and complex transformation programmes.

- A creative, proactive and solution-focused approach, with the confidence to identify opportunities and try new ways of working.
- A commitment to inclusion, accessibility and Team Wigan values, ensuring everyone feels welcome, heard and able to participate.
- Ability to work independently and as part of a team
- Ability to work flexibly and travel in and out of the borough (when required).

Our Culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **TeamWigan** behaviours.

Be Positive	“ Take pride in all that you do and support and develop yourself and others. ”
Be Accountable	“ Be responsible for making things better, enabling change and supporting improvement. ”
Be Courageous	“ Be open to doing things differently and working collaboratively with others. ”
Be Kind	“ Be helpful, generous and thoughtful towards yourself and others. ”