

Police Staff
Leadership Development Advisor
People Development
Role Definition: WT025 / 20906

ROLE DEFINITION

Dept / Area Command:	People Development	Section:	Organisational Development
Post Title:	Leadership Development Advisor	Post Reference:	WT025 / 20906
Post Grade:	Grade H	Location:	Ponteland and home working
Car User Status:		Telephone Allowance:	
Shift Allowance:		Standby Allowance:	
Weekend Enhancement:		Contractual Overtime:	
Line Manager:	Leadership Development Partner		
Staff Responsibilities:	Not Applicable		
Purpose:	Plan, design and deliver innovative and engaging leadership development programmes and learning to improve leadership knowledge, skills and behaviours at all levels and embed a high standard of leadership capability.		

Key Responsibilities:-

- 1. Engage with stakeholders to undertake leadership learning needs analysis to identify leadership challenges and development needs, recommendations for development areas and delivery approach to embed new skills and behaviours in the workplace.**
- 2. Design the content of leadership learning solutions, both internally and with expert external providers to meet needs with a wide range of creative, digital and blended learning interventions and approaches which are aligned to the standards of the leadership framework.**
- 3. Deliver effective and engaging leadership face to face or virtual learning sessions, facilitate group and action learning sets to develop a high standard of leadership skills and behaviours and increase leadership capability.**

4. Identify suitable external learning providers and support the procurement and design and delivery process by creating learning specifications, reviewing proposals and tender documentation to ensure a high quality product is delivered that meets the needs and leadership learning outcomes.

5. Liaise with internal and external providers to develop and monitor content and delivery methods to ensure learning reflects organisational context, force values and leadership expectations.

6. Create and maintain range of leadership CPD opportunities, ensuring digitally hosted materials are current, useable and accessible to support and enhance a self-driven learning experience for leaders.

7. Work closely with the College of Policing and other partners to identify leadership and development opportunities and promote these within the organisation to the relevant target audiences.

8. Support leaders providing advice on appropriate learning programmes , programme enrolment, provision of learning resources and acting as key touchpoint for guidance whilst and reviewing learners progress to support successful completion and progression.

9. Support internal assessment of leadership and management portfolios as part of force career development pathways and processes and where appropriate liaise with external bodies to ensure courses meet national standards and accreditation levels.

10. Actively support continuous improvement of programme content through evaluation and development of courses, keeping up to date learning techniques and emerging approaches to leadership and management best practice.

The postholder may be required to undertake such other responsibilities as are reasonably commensurate with the grade of the post.