



Role Profile

Learning and Development Manager (Scottish Building Standards Hub)			
Reference No:	A4926		
Service:	Protective Services		
Job Family:	Protective Services	Grade:	FC10

Purpose
Forming part of the Scottish Building Standards Hub (SBSH) and in partnership with a range of internal and external stakeholders to create, source and deliver approaches to developing people and capabilities and specifically to develop the Learning and Development Unit within the SBSH, together with the range of material, services, and activities it delivers.
Contribute to the wider corporate and inter agency change and development agendas through holding the strategic lead on digital skills, capabilities, and digital learning.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Developing strategies, supporting systems, policies, procedures, and processes consistent with legislative requirements and needs of the organisation and support their consistent application across partner councils. Through the development and operation of the Learning and Development Unit within the SBSH work with the SBSH Directors to	Educated to SCQF level 9 which includes a degree or equivalent. Full Membership of a relevant professional institute e.g. RICS, CIOB or CABE.	✓ ✓	

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<p>report and make recommendations to the SBSH Advisory Board on the viability, remit, scope, timeline and outcomes for any identified future opportunities and enhancements to learning development.</p>	<p>Ability to demonstrate a high level of competency in use of IT skills.</p> <p>Ability to undertake research.</p>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	
<p>Developing and cultivating relationships with relevant stakeholders within Councils including partner agencies and external providers in order to identify requirements, synergies, potential efficiencies, and solutions. Working with the SBSH Directors, develop strengthened regional building standards partnering relationships between local authority building standards teams and the SBSH.</p> <p>Ensure by effective communications and engagement the work of the Learning and Development Unit within the SBSH is fully promoted, supported, directed, appreciated, and understood by all stakeholders.</p>	<p>Consultancy, facilitation and influencing skills.</p> <p>Organisational awareness and political acumen.</p> <p>Ability to demonstrate emotional intelligence in the development of relationships and dealings with colleagues, customers and partners.</p> <p>Consistently model positive behaviours in dealings with others.</p> <p>Ability to engage with senior managers.</p>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	
<p>Providing expert advice and guidance. Researching, leading, recommending and implementing learning and development, organisational development and performance improvement strategies and approaches to support the implementation of Learning and Development Unit change initiatives and SBSH service plans based on the available evidence base and specific context. Advising on options, solutions and associated resourcing/policy implications.</p> <p>Planning, anticipating and identifying customer directorate and corporate learning and development, organisational development and performance improvement requirements and priorities. Ensuring the commissioning or direct delivery of learning and development, organisational development and performance improvement interventions that provide the best and most efficient means by which these might be addressed.</p>	<p>Ability to think and act strategically and experience of translating strategy into deliverable plans and outcomes.</p> <p>Experience of supporting organisational change and service improvement.</p> <p>Applied knowledge and understanding of relevant legislation and theories/models and interventions that apply within a learning and organisational development context.</p> <p>Ability to analyse complex issues and determine creative and practical solutions.</p>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	

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<ul style="list-style-type: none"> • Virtual Learning Environment (VLE) Contractor • Managing the Skills Gap Contractor <p>Managing and ensuring that all work carried out by allocated team members is completed in line with council policy, procedure and guidelines and meets required standards and relevant project timelines. Setting priorities and team work plans, delivering customer expectations. Managing team development and performance. Providing the team with professional leadership, direction and support.</p> <p>Develop and deliver SBSH Learning and Development facilities, activities and local authority support services using robust governance and reporting methods to ensure that it is delivered in line with the SBSH strategic plan.</p> <p>Lead and manage the SBSH Learning and Development Unit with support from the SBSH Directors and coordinate the local authority building standards staff training outcomes generated by the feedback from the Competency Assessment System and support the provision of building standards skills gap training as provided by and/or administered through the SBSH.</p> <p>Lead Learning and Development Unit development activity, collaborative learning and stakeholder consultation to guide the administration and development of learning and development services; work closely with LABSS, local authorities and the BSD staff to deliver same.</p> <p>Support other building standards Futures Board work stream initiatives as agreed by the SBSH Directors.</p>	<p>Ability to reconcile competing priorities and deal with ambiguity and complexity.</p> <p>Experience of collaborative working and developing and maintaining effective and positive working relationships.</p> <p>Significant professional post qualification experience including experience in a senior role, leading/managing, organising, and delivering the full range of Building Standards functions.</p> <p>Ability to respond to customer needs aligned with strong organisational and business awareness and provide constructive challenge where appropriate.</p> <p>Ability to lead and work autonomously on a range of concurrent, complex issues and conflicting priorities.</p> <p>Ability to provide an efficient and effective service.</p> <p>Substantial experience of delivering learning and development and organisational development projects to specification within defined deadlines.</p> <p>Ability to motivate and develop staff to deliver results and strategic outcomes within a challenging environment.</p> <p>Project and performance management skills.</p>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	

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<p>Specifically continue development of the Virtual Learning Environment (VLE):</p> <ul style="list-style-type: none"> • provide a holistic review of verifier training needs, looking at what works well now, what needs to improve, and any challenges to be overcome. • engage in a series of activities including expert interviews, in-depth questioning and discussion to establish the service needs. • interact with key stakeholders and systems impacted by the change. • establish key inputs of stakeholders through workshops interviews and surveys depending on the likely number of participants and their availability. • establish the key priorities for a successful learning approach to support verification and formulate a planned approach and outline what is needed arising from a training needs assessment from a National perspective. • create and manage an implementation plan with clear responsibilities and next steps for each requirement identified. • determining what is the right solution to the SBSH requirements, then documenting the approach, and being the technical lead throughout the whole project to ensure its success. • managing the day-to-day running of the project, coordinating the teams and managing timescales, budget and risk. • working with the contractor to ensure that the quality assurance systems are making sure that the system works the way that it is supposed to, including digging into unusual cases to check that even with odd data or strange setups that the system still works and making sure your system is reliable and performs well. 				
<p>Managing the Skills Gap:</p> <ul style="list-style-type: none"> • With support from the SBSH Directors, and in conjunction with the contractor, develop a national digitised on-line skills attainment and 				

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<p>gap recording system that will assist in informing competency of Scottish local authority building standards practitioners.</p> <ul style="list-style-type: none"> Continually enhance the system in response to feedback evolving from competence assessment. Report on training and development matters to Building Standards Division (BSD) and Local Authority Building Standards Scotland (LABSS). Work with relevant professional institutions to integrate CAS development with their Competency Management structures to confirm and reflect competency levels appropriate to risks and complexity. 			
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
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Job Title (Specialists Tasks)			

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required	
Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.	
Additional Information – the following information is available:	Expected Behaviours
<ul style="list-style-type: none"> • Skills Framework (if applicable) • How we work matters 	<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>