

Role Title	Talent and Development Business Partner				
Job Family	Human Resources	Sub Category	Human Resources	Grade	C5
Behaviours	<ul style="list-style-type: none"> <li>Changing and Improving</li> <li>Working Together</li> <li>Managing a Quality Service</li> <li>Leadership Charter</li> </ul>				
Purpose	Delivering learning and development solutions that meet staff and organisational development needs.				



FCDO Services

### Key Accountabilities

- Develop a deep understanding of the allocated business area(s) and build relationships with Senior Leadership Team, managers and employees to facilitate effective Learning and Development (T&D) outcomes;
- Analyse developmental needs and change management challenges within the business area; design and implement T&D solutions and programmes, including delivering and facilitating sessions where appropriate and as required;
- Propose appropriate tools and methodologies to meet development needs, for example, psychometric assessments, training programmes etc;
- Design and deliver T&D projects that meet business needs – these can be in-year or multi-year, and may extend across FCDO Services and support organisational change;
- Research innovation and trends and draw upon to generate and evaluate project proposals

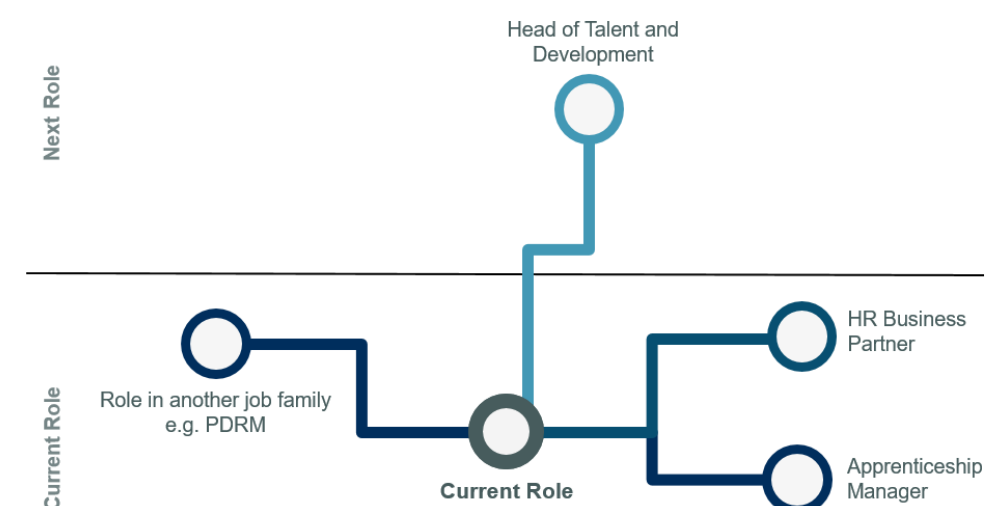
### Authority and Scope

- Ensure workload is effectively prioritised and managed, all relevant policies and processes are followed and SLAs are met;
- If required in role: Responsible for performance of 1 direct report, ensuring all policies and processes are followed;
- Select appropriate content and tools to ensure plans and projects meet the needs of the organisation or individuals;
- Ensure expenditure falls within the parameters of the allocated budget

### Internal and External Communications

- Close liaison and interaction with a range of stakeholders in the business area including Senior Leadership Team, managers; “learners” and end-users;
- Manage relationships with 3rd party suppliers and accrediting bodies; research opportunities to forge new links and identify new partners

### Potential Next Career Moves



### Skills

- Performance management;
- Training Needs Analysis;
- Training design;
- Talent development;
- Facilitation;
- Professional development planning;
- Customer/Supplier Relationships management;
- Stakeholder management

### Qualifications, Knowledge and Experience

#### Essential

- Experience of designing, delivering and managing T&D programmes;
- Facilitation experience;
- Supplier Management experience;
- Experience of functioning on own initiative;
- Strong and adaptable communication and influencing skills

#### Desirable

- Level 5 CIPD qualification or equivalent;
- Experience working in a commercial environment;
- Understanding of the FCDO Services or a civil service environment;
- Professional coaching qualification