Development Partner (Laidlaw Scholars)

**Department:** Human Resources

**Hours of work:** Full time, 37 hours per week

**Contract type:** Open

**Salary:** Grade 7, £40,927 - £50,296 per year


Introduction

You will work in the Humans Resources Department as one of the Development Partners in the People and Organisational Development team. Your role will focus on the Laidlaw Scholars Leadership and Research Programme. The Laidlaw Scholars Leadership and Research Programme provides leadership development for undergraduate students and aims to develop a new generation of leaders who are skilled researchers, embrace data-based decision making, and believe it is a moral imperative to lead with integrity. It invests in talented and motivated undergraduate students, giving them the knowledge, skills and experience to become active global citizens and future leaders.

Main purpose of the role

You will lead the design, delivery and evaluation of the Laidlaw Scholars Leadership and Research Programme at the University. You will work collaboratively with other teams at the institution, including the Careers and Placements team, the Office for Philanthropic Partnerships and Alumni, and other colleagues in Student and Academic Services, to maximise the opportunities for students on the Laidlaw Programme. You will also work with the Pro-Vice Chancellor for Research to ensure the effective delivery of the research strands of the Laidlaw Programme. You will be the University of York’s ambassador for the Laidlaw Programme, acting as a first point of contact for Academic Mentors and representing the University at Laidlaw Scholars Leadership and Research events.

As a member of the People and Organisational Development team, you will also work collaboratively with team members to contribute to an extended programme of leadership, change and staff development activities which support the University Strategy.

You may be required to work the occasional evening and weekend, and will report into the Assistant HR Director (People and Organisational Development). Please note that this role does not have line management responsibilities.

Key responsibilities

(Role holders will be required to undertake some or all of the duties below)

1. Role Specific Responsibilities

   ● Lead the planning, marketing, coordination and design of the Laidlaw Programme at the institution. This will include designing the leadership components of the programme; managing additional development activities, such as coaching, mentoring, global networking and progression of development plans; and coordinating the programme of overseas leadership experiences for Scholars.

   ● Monitor the costs of planned programmes and deliver agreed activities in line with budget parameters.

   ● Manage the process of recruiting and selecting 25 undergraduate scholars for the Laidlaw Programme on a yearly basis.

   ● Draft the required report for Laidlaw Foundation to demonstrate learning gain, return on investment and impact of activities.

   ● Collaborate with the other global institutions that are part of the Laidlaw Foundation to share best practice, co-design standard elements of the programme, and contribute to delivery at the global events.
• Contribute to designing, delivering and evaluating innovative learning and development solutions for staff, applying a blended learning approach and making best use of available technologies. This will include delivering a high standard of both digital and face to face development support, in both group and one-to-one settings.

2. University of York Responsibilities for Grade 7

Service and Operational Delivery
• Contribute to operational leadership and decision making to shape the nature and level of professional and support services within own area of responsibility.
• Line manage and lead a large administrative team; optimise use of resources and ensure team objectives are met; set the overall direction and goals of the team.
• Accountable for delivery of a service for a large or complex area or across multiple service areas.
• Make effective use of digital solutions to carry out operational activity and lead the development of efficiency improvements.
• Where applicable to the role, take responsibility for health and safety considerations of the work environment, through the completion and implementation of risk assessments.
• Provide support and encouragement for members of the team through effective leadership; demonstrate compassion and give advice on commonly occurring wellbeing issues.

Continuous Improvement
• Review service / operational delivery, identify additional service requirements or shortfalls and develop innovative solutions to progress.
• Promote the improvement and efficiency of services by implementing and managing the review and improvement of service procedures.
• Review internal and external practice to identify and deliver opportunities for future improvements or efficiencies.
• Apply expertise to identify, understand and propose resolutions for significant, long term or complex problems.
• Proactively identify opportunities for building new personal knowledge and skills for self and team members.
• Deliver knowledge sharing on specialist defined processes to the broader team and/or the University.

Specialist Contribution
• Act as a specialist point of contact for dealing with complex data and information sources, providing interpretation and analysis.
• Responsible for shaping the development and learning of others both within and outside of the team, through the design and delivery of training sessions.
• Provide expert professional subject expertise and problem-solving skills, sharing knowledge with the team as needed.

Collaboration and Communication
• Produce communications for promotional and reporting purposes, designing and structuring information and facts, applying creative and innovative principles to influence and engage.
• Actively participate in internal and external communities of practice and knowledge sharing with a view to inform and improve future service or operational delivery plans and development.
Governance and Oversight

- Oversee activity to ensure all processes and transactions are delivered in line with regulatory and professional service and policy standards, ensuring appropriate controls and monitoring interventions are in place.
- Provide advice to stakeholders regarding compliance and regulations where there is a level of ambiguity or discretion to be applied.
- Horizon scan to understand emerging legislation and regulation and support consideration of the University’s response.

Planning and Organisation

- Significant input into the scoping and resource planning across a range of activities at operational and occasionally strategic level.
- Manage resource requirements and make recommendations about future resource requirements.
- Lead large scale projects to facilitate major service or operational change.
### Person specification

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<th>Role Specific</th>
<th>Essential / Desirable</th>
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<tr>
<td>Knowledge of leadership and management best practice, theories and models</td>
<td>Essential</td>
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<td>Ability to apply training methodologies to identify training needs, and design, deliver and evaluate training programmes</td>
<td>Essential</td>
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<tr>
<td>Ability to design and facilitate a broad range of development interventions, including online learning, groups programmes (such as leadership development, team development and 'away days') and individual support (such as feedback, coaching and mentoring)</td>
<td>Essential</td>
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<tr>
<td>Ability to design and deliver activities to support organisational development, change management and/or employee engagement</td>
<td>Desirable</td>
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<tr>
<td>Qualification: Coaching accreditation</td>
<td>Desirable</td>
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<tr>
<td>Qualification: BPS Test User: Occupational, Personality (formerly BPS Level B)</td>
<td>Desirable</td>
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<tr>
<td>Qualification: To hold or be working towards a qualification in learning and development</td>
<td>Desirable</td>
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**University of York Person Specification for Grade 7**

**Qualifications:**

Level 6 qualification. (Qualifications at this level include a degree. Please view the full list). We also welcome applicants with equivalent non-uk qualifications or equivalent professional experience.  

**Skills - demonstrates the ability to:**

- Lead large-scale projects  
- Gather, analyse, interpret and report complex data/information  
- Use digital technologies including Google applications and/or Microsoft Office  
- Communicate to engage and influence others

**Behaviours:**

- Works collaboratively with others  
- Delivers a quality service  
- Develops self and others
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<th>Actively champions respect, inclusivity, equality and diversity</th>
<th>Essential</th>
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<td>Identifies and implements continuous improvement</td>
<td>Essential</td>
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