

Job Description: L&D Business Partner



Function:	Learning & Development
Job:	L&D Business Partner
Position:	L&D Business Partner
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Head of Performance, Change & Learning - Pete Siddle
Additional reporting line to:	
Position location:	No fixed place of work

1. Purpose of the Job – State concisely the aim of the job.

- To support the region with the L&D function by providing and managing learning solutions that support the strategic direction of the business.
- Support Line manager with current L&D related responsibilities
- Engage with and support global projects that are deployed in region
- Provide strategic L&D direction as the SME to the areas of the business this post is responsible

2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

Revenue FY13:	€tbc	EBIT growth:	tbc	Growth type:	n/a	Outsourcing rate:	n/a	Region	Workforce	tbc
		EBIT margin:	tbc			Outsourcing growth rate:	n/a	HR in Region	tbc	
		Net income growth:	tbc							
		Cash conversion:	tbc							
Characteristics <ul style="list-style-type: none">▪ Add point										

3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.



4. Context and main issues – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- The role that will require travel (No fixed place of work)
- The role consists of independent working as well as being part of the wider team
- The job holder will need to be self-sufficient and engage with regular tasks that are set by key stakeholders
- There is a requirement to engage with stakeholders of all levels across the business and present at senior stakeholder meetings and events
- Will be required to attend face to face meetings in our Salford office or at one of our contracted sites (including those in a custodial setting)

5. Main assignments – Indicate the main activities / duties to be conducted in the job.

Position and placement will involve:

- Ascertain the learning needs within a defined area and collaborate with relevant stakeholders to agree the demand and training plan.
- Manage and maintain the learning strategy, ensuring that it is aligned directly to the business' strategic objectives and priorities whilst aligned to the regional roadmap.
- Build a deep understanding of the business area – strategies, goals, challenges and capability gaps and provide commercial learning solutions to address the need.
- Challenge the status quo in segment and in the central senior learning & development team, to promote and drive the application of learning interventions and policy.
- Diagnose the root cause of capability gaps and issues that contribute to strategic learning needs.
- Review current learning curriculum and learning activities and ensure alignment to current and future business needs. Where gaps exist, propose relevant learning solutions and work with necessary stakeholders to agree learning plan.
- Facilitate coaching and training initiatives to focus on building commercial performance and the capability of individuals and teams to support succession planning & talent development.
- Use effective Management Information to gain insights to the business, capability gaps and learning needs and demonstrates value of learning interventions by linking to the business objectives.
- Develop strategies to build business knowledge, gather information and build key networks to be able to analyse and interpret current and future learning need
- Support regional and global learning & development projects, from concept to deployment
- Commit to continuously improve your own capabilities and take ownership of your performance against key deliverables.

6. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- Create and maintain a learning strategy that supports the areas of the business which this role supports
- Meet the requirements of the work place projects and initiatives (segment, regional & global)
- Demonstrate a solid return on investment for the region within the L&DBP role
- Act as a true L&D SME in supporting key senior stakeholders in achieving their strategic objectives for the business
- Support the Head of Performance, Change & Learning as directed
- Deliver against key enablers that are aligned to the regional business plan

7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

- Competence associated to the role in a specific field whether it be technical, vocational or behavioural
- Experience in Learning & Development / HR
- Evidence of L&D qualification preferred
- Personable and engaging approach to work
- Comfortable speaking to stake holders whether face to face, via telephone or using video-media
- Proficient in the use of Office365

8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

- Rigorous management of results
- Employee Engagement
- Learning & Development
- Innovation and Change
- Business Consulting

9. Management Approval – To be completed by document owner

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Document Owner	P Siddle		