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| A | **Post Details** | | | |
|  | Job Title: | Leadership Framework Development Manager | Function: | Human Resources |
|  | Location: | London and Kent |  |  |
|  | Reports To: | Head of Training | Grade: | MG2 |
| B | **Purpose of the Job**  To review, refresh, and implement the Leadership framework strategy, ensuring alignment to our Inclusion Strategy, and other organisational strategic goals and activity. Produce any revised collateral and guidance.  To become a trusted partner and recognise, unify, and utilise key business facets; whilst working against time constraints. In doing so, this role will make the complex; simple, practical, and usable, for our Leaders and Managers.  To drive and support delivery of Southeastern’s people objective. Improving leadership and management capability.  This role will require a natural drive and a creative, growth mindset. | | | |
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| C | **Principal Accountabilities** | | | |
| C1  C2  C3  C4  C5  C6  C7  C8  C9  C10  C11  C12  C13 | Collaborate with the wider Human Resources team and other key stakeholders/SME’s to effectively evolve the company's Leadership Framework strategy and offering to ensure Leaders are developed, committed, and capable to deliver current and future business needs  Develop and oversee the implementation of the refreshed/revised Leadership Framework and its concomitants.  Lead on the drafting of any new materials.   Responsible for collaborating with functional Leaders to gather feedback and build a support network. Specific focus on integrating Diversity and Inclusion, and ‘change’ activity being key.  Collaborate with senior HR colleagues to ensure alignment to other People deliverables.  Network with with key stakeholders to develop effective and targeted deployment strategies of a uniform approach.  Evolve the holistic Leadership proposition.  Evaluate existing portfolio of Leadership frameworks, tools, training, and other products.  Evaluate cultural benchmarks and diagnostics to build fit-for-purpose solutions.  Research, develop and implement a range of supportive solutions to the key aims and purpose of the role.  Deliver select aspects of the overall solutions developed.  Produce reports, analysis, and recommendations as required.  Assess, identify, and scope any costs of implementation and post-assignment ongoing management resource requirements | | | |

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| D | **Safety Responsibilities** | | | | |
| D1 | This post is required to undertake SAFETY CRITICAL WORK | Yes |  | No | ✓ |
| D2 | This is a KEY SAFETY POST | Yes |  | No | ✓ |
| D3 | This post requires SECURITY CLEARANCE | Yes |  | No | ✓ |
| D4 | The job requires competence in PERSONAL TRACK SAFETY | Yes |  | No | ✓ |
| D5 | This job has SPECIFIC SAFETY RESPONSIBILITIES (if Yes see section D6 below) | Yes |  | No | ✓ |
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| D6 | The post holder has the following specific safety responsibilities: | | | | |
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| E | **Decision making Authority** | | | | |
| E1 |  | | | | |
| F | **Most Challenging and/or Difficult parts of the role** | | | | |
| F1 | Collaboration across a variety of stakeholders – balancing the understanding and delivery of bespoke needs/ requirements with being consistent in approach from an organisational perspective | | | | |

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| G | **Person Specification** |
|  | Southeastern aims to recruit people not just for jobs but for long term careers. We want good quality, talented people with the right attitude who will stay with us.For these reasons we look for evidence of Southeastern values and behaviours in all potential staff and our existing staff looking for promotion along with the particular experience/knowledge, skills and behaviours relevant to the position applied for. These areWe care passionately about our people and passengers  * + we put ourselves in our passengers’ shoes to do what’s right for them   + we support our colleagues to be, feel and do their best   + we love the places we serve and do our bit for our communities and environment  We aim to be the best  * + we move with pace, we’re agile and learn from everything   + we relentlessly strive to be the best   + we are professionals with personalities  We make the difference together  * + we are answerable to each other and our passengers   + we trust each other and do what we say we will   + we are stronger together than we are as individuals   We also have identified behaviours required to be successful in leading Southeastern.  The Leading Southeastern framework details **how** we should be behaving in order to drive up performance.  *Whilst the behaviours below are still important to us. You’ll need to update and improve this!*    **Leading Southeastern**    The job demands the following blend of experience/knowledge, skills and behaviours (all are essential, unless otherwise shown and will be assessed by application and/ or interview/assessment): |
| G1 | **Experience, Skills & Knowledge** |
|  | Be a focused and passionate talent professional with the ability to influence and drive results  Be an experienced professional in supporting people through change  Be able to demonstrate previous experience with talent management processes and initiatives such as Graduate programme management and talent assessment processes  Have previous experience in managing performance review processes  Be a team player with the ability to articulate examples of collaborating and partnering with others to achieve tangible results  Be data driven with the skills to match this need  Have proven experience as a coach particularly relating to topics such as performance management  Have experience of assessing capability and critical gaps on an individual and organisational basis  Have previous experience of partnering with stakeholders and using coaching methodology to influence others and reach “value-add” solutions  Be able to work independently and work using initiative  Be enthusiastic and energetic  Ideally have some generalist HR experience to enable bigger picture thinking  Have a passion for learning  Have a positive outlook towards change and working as a team |
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| I | **Dimensions of role** | | | | | | | | | |
| I1 | Financial – Direct: | | | | As per budget and DFA | | | | | |
| I2 | Financial – Other: | | | | . | | | | | |
| I3 | Staff Responsibilities – Direct: | | | |  | | | | | |
| I4 | Staff Responsibilities – Other: | | | |  | | | | | |
| I5 | Any Other Statistical Data: | | | |  | | | | | |
| J | **Acknowledgement** | | | | | | | | | |
| J1 | Prepared By: | |  | | | | Date: |  | | |
| J2 | Approved By (Head of Department): | |  | | | | Date: |  | | |
| **K** | **Job Description Briefing** | | | | | | | | | |
|  | The post holder has been briefed on and understands the requirements of this Job Description and other related documents: | | | | | | | | | |
|  | Name of post holder: |  | | Signature: | |  | | | Date: |  |
|  | Name of briefing manager: |  | | Signature: | |  | | | Date: |  |
| **L** | **Nominated Deputy for Safety requirements** | | | | | | | | | |
|  | If this is a KEY SAFETY POST (D2 in Safety Details above is YES) at least one nominated deputy must be identified. The Job Holder must ensure that the Nominated Deputy(ies) receives a copy of, and is briefed on this Job Description. If there are more nominated deputies, they should sign further copies of this Job Description. | | | | | | | | | |
|  | The nominated deputy has been briefed on and understands the requirements of this Job Description and other related documents: | | | | | | | | | |
|  | Name of nominated deputy: |  | | Signature: | |  | | | Date: |  |
|  | Name of briefing manager: |  | | Signature: | |  | | | Date: |  |