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| **JOB TITLE:** Regional Talent and Learning lead |
| **TEAM/PROGRAMME:** Human Resource Team | **LOCATION:** ESARO  |
| **GRADE**: 2 | **CONTRACT LENGTH:** Fixed Term  |
| **CHILD SAFEGUARDING:** Level 3 - the responsibilities of the post may require the post holder to have regular contact with or access to children or young people |
| **ROLE PURPOSE:** The Regional talent and Learning is responsible for leading and championing Talent development and Learning in the region in line with the global and regional priorities. The role holder will work closely with the management teams in country offices and in the region to lead and facilitate the Talent management processes and capacity development initiatives to achieve the agreed priorities, especially country office HR colleagues.  |
| **SCOPE OF ROLE:** **Reports to:** Regional Human Resource Director) RHRD with dotted line to the Global Director of Talent and Learning  |
| **KEY AREAS OF ACCOUNTABILITY:**Regional learning and development* Work with the Regional HRD to ensure COs in the region have a Learning and Development function, ensuring adequate grant funding provision for learning and development and regular reporting against agreed metrics
* Embed Quality standards for Learning and Development, building capacity of Country Offices HR in consistent use of tools such as training needs analysis, learning design and measurement of impact.
* Work with line managers on all aspects of learning and development including training needs analysis, learning support design and employee development
* Working with country offices to make sure they conduct efficient training needs assessments and develop L&D plans and budgets accordingly
* Closely manage and track regional learning events, participation information and progress.
* Build a pool of trainers within the region

Regional Leadership and management development* Support the region in identifying learning priorities and the appropriate development initiatives to meet the priorities
* Coordinate the provision of good quality and appropriate learning, training and development for different management groups, including current learning and development programmes.
* Coordinate and facilitate Leadership and management development programmes
* With the support of the RHRD to ensure appropriate targeting and participation by middle and senior managers, ensuring their participation is tracked through the LMS.
* Produce annual regional learning calendars and follow up on the effective delivery of its programmes
* Working with country offices to make sure they have L&D plans and budgets
* Keep track om regional events and participations information and progress

Global Learning and Development* Provide input into the development of new Save the Children global learning and development programmes and products, ensuring the needs of the region are well documented and clearly communicated
* Develop capacity of COs LMS focal points to support in the effective utilization of the system in the region
* Share best practices with the global Learning and Development team and wider network to learn new initiatives for the region.
* Actively network with other agencies/ institutions working in the region to share best practices with a view to benchmark, add onto the knowledge base of Save the Children, and the wider network
* Work actively towards the global talent and learning plan and timelines ensuring positive participation and representation of the region

Talent Management* Support Regional HR Director in the implementation and tracking of global talent process, including identification and development of talent across the region
* Support the RHRD in the identification, development, succession planning and implementation of talent mobility in the region.
* Work closely with Regional Recruitment officer to follow up on the Regional Roaster aiming to spot growth opportunities for top talents
* Support Country HR Directors to effect talent management in country offices, which includes induction of new HRDs, building capacity on any talent initiatives and support where required
* Support the RHRD in the annual Regional Leadership talent review process through providing leadership to Country office HRDs on the processes and collating at regional report.

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| **SKILLS AND BEHAVIOURS (SCI Values in Practice**)**Accountability:*** holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
* holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

**Ambition:*** sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
* widely shares their personal vision for Save the Children, engages and motivates others
* future orientated, thinks strategically and on a global scale.

**Collaboration:*** builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
* values diversity, sees it as a source of competitive strength
* approachable, good listener, easy to talk to.

**Creativity:*** develops and encourages new and innovative solutions
* willing to take disciplined risks.

**Integrity:*** honest, encourages openness and transparency; demonstrates highest levels of integrity
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| **QUALIFICATIONS AND EXPERIENCE****Essential*** Degree in Human Resources, Organisational Development, or related field
* Minimum of 7 years experience in learning and development: approaches, including a good understanding of the issues that impact effective learning
* Proven track record in managing all aspects of the learning cycle including; conducting training needs analysis, and evaluating impact of learning initiatives
* The ability to identify the learning implications of the region’s plans and to respond with learning and development support, translating global strategy into effective regional approaches
* Demonstrated ability to support learning on the job or other experience-based learning
* Experience of managing budgets, cost control and planning including accurate annual forecasting of expenditures
* Demonstrated ability to work in multi-cultural situations and/or multi-locational settings using a collaborative approach
* Ability and willingness to travel to different locations within the region, including hardship locations
* Sound group facilitation skills
* Significant experience of working within the ESA region
* Proven ability to handle challenging work load
* Effective project management skills including analytical skills, judgement and decision making
* Excellent interpersonal and communication skills in order to work with a wide range of stakeholders both internally externally and globally
* The ability to build effective relationships and influence key stakeholders

Commitment to Save the Children values |
| **Additional job responsibilities****The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.** |
| **Equal Opportunities** **The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.** |
| **Child Safeguarding:****We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.** |
| **Safeguarding our Staff:****The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy** |
| **Health and Safety****The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.** |