

Job Description

Job Title:	OD Partner (Learning)
Directorate/Team:	Chief Executive/People and Culture Services
Location:	Summer Lane/Hybrid
Responsible to:	OD Manager (Learning & Inclusion)
Responsible for:	Supervising activities of Assistant OD Partner (Learning)
Key working relationships: (internal)	People & Culture Leadership and Management Team, Assistant OD Partner (Culture), Managers, Learning Partner, EDI Partner, and Business Improvement Partners and Employee Networks
Key working relationships: (external)	External and regional stakeholders and suppliers

Purpose of the Post

To lead the delivery of organisational development, culture, and learning interventions that support the achievement of business objectives and embed organisational values. The postholder will deliver high-impact initiatives that strengthen leadership capability, enhance culture, build behavioural excellence, and support employee engagement.

The postholder will partner with the OD, Change and Transformation Management team to design, deliver and evaluate programmes that drive cultural development, team effectiveness, learning, and leadership development.

The role acts as the organisational authority for learning design and delivery to provide comprehensive OD and learning services, acting as a key contact point for both internal and external stakeholders and providing expert guidance on all aspects of OD & learning. The role will also provide guidance to colleagues across the organisation on OD and learning delivery.

Operationally the role will collaborate and matrix work with others across the organisation to facilitate the identification, design, delivery, and evaluation of interventions that support the People and Culture Strategy.

Accountabilities

Primary Accountability – Organisational Learning Infrastructure & Capability

- The OD Partner (Learning) holds operational and professional accountability for WMCA's core organisational learning infrastructure and capability offer. This includes the design, procurement, implementation and ongoing optimisation of learning platforms, organisation-wide learning strategies and mandatory learning requirements that are critical to organisational effectiveness, compliance and workforce readiness.

Other accountabilities

- Lead the procurement, implementation and ongoing ownership of the corporate Learning Management System (LMS), ensuring it remains fit for purpose, user-centred and aligned to organisational priorities.
- Own and maintain the mandatory learning strategy, ensuring statutory, regulatory and organisational learning requirements are met and evidenced across the workforce.
- Design, manage and continuously evolve the corporate learning catalogue, balancing organisational need, manager capability, affordability and return on investment.
- Provide quality assurance of learning delivery, including observation and continuous improvement of corporate trainers and facilitators.

- Hold accountability for the design, delivery and sustainability of WMCA's coaching and mentoring offer, ensuring appropriate governance, quality and impact.
- Oversee the design and delivery of OD, culture and learning programmes across teams or directorates, tailored to building capability, driving enhanced performance and retaining talent across the business ensuring alignment with organisational objectives.
- Act as a credible adviser to managers and teams, providing expert insight on OD, culture, and behavioural development.
- Work collaboratively across OD, change, and wider People & Culture teams to enable joined-up delivery.
- Coordinate and coach Assistant OD Partners to deliver interventions effectively.
- Represent OD & Culture in cross-functional projects and working groups, embedding lessons learned and best practice.
- Support communication and engagement campaigns, ensuring initiatives are inclusive, values-driven, and aligned with organisational culture.
- Contribute to continuous improvement by sharing insight, promoting best practice, and embedding learning across the organisation.
- Take the lead for conducting comprehensive needs assessments, where required, to identify skill gaps and development opportunities across the organisation.
- Collaborate with others to establish and oversee a framework for measuring and evaluating culture, learning and inclusion initiatives, ensuring data-driven decision-making.
- Manage and maintain third party supplier relationships, commissioning providers to support culture that support inclusion and well-being activity

Responsibilities

Strategic

- Support the translation of organisational priorities into actionable OD, culture and learning interventions.
- Align programme delivery with broader OD, Learning, Inclusion and engagement objectives.
- Contribute to the design of directorate-level learning and change programmes to ensure the organisation remains agile, adaptable and equipped to navigate evolving challenges and opportunities.
- Provide insights from employee engagement and people diagnostics to shape programme approaches.
- Be an active member of professional communities of practice, providing insight into OD, culture, and behavioural development priorities.
- Proactively identify organisational needs through diagnostics and data analysis, translating insights into development plans.
- Serve as a trusted advisor to leaders, providing expert guidance on OD, culture, learning, and behavioural improvement.

People

- Supervise and mentor Assistant OD Partners, supporting their professional development.
- Provide coaching and guidance to colleagues on OD, learning methodologies and facilitation techniques.
- Build strong relationships with leaders and managers to support implementation of culture, learning, and OD programmes.
- Collaborate and matrix work with others across the organisation to facilitate the identification, design, delivery, and evaluation of interventions that support the People and Culture Strategy.
- Design, implement, and evaluate learning and capability-building solutions that improve performance, culture, and values alignment.
- Collaborate to embed a learning culture that promotes knowledge-sharing, experimentation, insight, and inclusion.
- Support the embedding of behavioural and performance frameworks and a feedback culture across WMCA.
- Contribute to an inclusive team culture and support cross-team collaboration.

Operational

- Lead the facilitation and delivery of OD, learning, leadership development, and culture-building interventions (e.g. workshops, networks, team sessions, conferences).
- Apply evidence-based OD/change tools and frameworks to support organisational transformation.
- Facilitate workshops, focus groups, team development sessions, and leadership development activities.

- Contribute to engagement opportunities to help shape learning and organisational development interventions and opportunities - Maintain a robust framework for measuring the impact of learning, culture and OD activities, producing actionable insights. - Work across OD, Transformation, Learning and Inclusion to ensure seamless delivery of programmes. - Lead coaching and mentoring initiatives, embedding them into OD and learning programmes. - Evaluate coaching and mentoring outcomes to inform continuous improvement. - Contribute to shaping our 'blended' learning offer to enhance the employee experience - Lead organisation-wide initiatives and campaigns (e.g. Learning at Work Week), ensuring they are engaging and inclusive.
Financial
- Contribute to planning and maximising the use of funding for learning, OD, and culture activities. - Liaise with suppliers and collaborate with colleagues to ensure responsible budget use and value for money. - Ensure Value for Money and follow the appropriate governance processes for dealing with any financial activities.
Other
- Represent WMCA in internal and external networks and working groups - Collaborative with wider People & Culture colleagues to coordinate OD and learning programmes. - Provide OD and Learning expertise to cross-functional projects. - Share best practice and learning across directorates to support continuous improvement. - Ensure legal compliance and alignment with governance and risk standards. - Represent the WMCA in a professional manner. - Undertake such tasks as may reasonably be expected commensurate with the scope and level of the role.

Requirements Candidates/post holders will be expected to demonstrate the following:	Essential / Desirable		How Evidenced?		
Experience	E	D	A	I	T
Experience of design, implementation, delivery and evaluating learning, organisational development and culture change activities in complex environments.	✓		✓	✓	
Experience of learning theory, tools, methodology and application to enhance capability	✓		✓	✓	
Experience of using OD & culture related management information/data to inform decision making.	✓		✓	✓	
Practical experience of continuous improvement methodologies.		✓			
Experience of working and engaging with others (internal and external) to manage shared priorities and outcomes	✓		✓	✓	
Experience of successfully managing the work of others	✓				
Experience of modern/up to date OD/HR/EDI practices.	✓		✓	✓	
Skills / Knowledge	E	D	A	I	T
Ability to work well under pressure, managing multiple priorities and respond flexibly to change	✓				
Excellent interpersonal skills and a high level of tact and discretion	✓				
Excellent attention to detail and strong coordination skills.	✓		✓	✓	
Ability to develop and maintain effective working relationships at all levels – both internal and external.	✓				
Excellent written, oral communication, presentation and facilitation skills	✓		✓	✓	
Understanding of lean and continuous improvement models.		✓			
Understanding of change theories and methodologies		✓			
Good analytical skills, able to review information and determining the best approach.	✓		✓	✓	
Ability to be pragmatic and solution oriented	✓				
Strong stakeholder engagement and management skills, with ability to influence effectively	✓				

Understanding of behavioural frameworks, organisational culture, or adult learning principles.		✓	✓	✓	
Flexible and adaptable approach, and be comfortable with ambiguity	✓		✓	✓	
Ability to measure and understand the ROI to support Learning and Organisational development interventions that reflect inclusion.	✓		✓	✓	
Qualification / Education / Training	E	D	A	I	T
Qualification to at least level 5 in an OD/L&D professional related field	✓		✓		
Qualification as a Learning or personality styles practitioner, e.g. MBTI or Predictive Index		✓	✓	✓	
Coaching and mentoring qualification		✓			
Evidence of continuing professional development	✓		✓		

***Key:** A = Application, I = Interview, T = Testing/Assessment

Core Expectations	
Health, Safety & Wellbeing	All employees have a duty to take reasonable care for the health, safety, and wellbeing of themselves and of other persons who may be affected by their acts or omissions at work; and co-operate with their employer so far as is necessary to enable it to successfully discharge its own responsibilities in relation to health, safety, and wellbeing.
Equality & Diversity	Promote and champion equality and diversity in all aspects of the role.
Learning & Development	Participate in and take responsibility of any learning and development required to carry out this role effectively.
Performance Management	Actively engage in the performance management process and take responsibility for managing performance outcomes.
GDPR	Ensure the reasonable and proportionate protection, processing, sharing, and storing of WMCA information in accordance with the relevant legislation, corporate policies, and in the best interests of the data subjects (Data Protection/GDPR), the WMCA, our partners, and the West Midlands, in all aspects of the role.
Adherence to Policies	Be aware of and comply with all organisation policies.
Matrix Working	Work in a matrix way when required by actively collaborating across traditional boundaries—such as directorates, functions, or geographic areas—to achieve shared goals. Depending on your role, you may contribute to multiple projects or workstreams, often working alongside different teams and leaders.
Business Continuity	All staff should actively participate in business continuity training and exercises when required, ensuring they understand and follow business continuity plans and procedures to maintain organisational resilience during disruptions.
Other	There may be a requirement to work outside normal office hours on occasion, including a requirement to work within stakeholder and partner offices within the WMCA constituent area on a regular basis.

Values	
Collaborative	We work as one organisation, building trust, connection and shared purpose across teams and partners to create the biggest impact for our region.

Inclusive	Every voice matters – we create belonging, fairness and psychological safety so everyone can thrive.
Innovative	We think future and act smarter – embracing curiosity, creativity and continuous improvement to shape the future.
Driven	Focused on impact – leading with clarity, care and courage to deliver meaningful results for the West Midlands.
Our culture is built on collective leadership, where everyone plays a part in shaping how we work and succeed together. Guided by our values, we create an environment where people feel valued, supported and able to contribute their best. Through behaviours grounded in clarity, care and courage, as set out in our Leadership Statement we are making the West Midlands Combined Authority the best place to work and belong.	

Additional Post Requirements							
Politically Restricted Post		Disclosure and Barring Service (DBS)				Vetting	
Yes ☐	No ☒	Basic ☐	Standard ☐	Enhanced ☐	None ☒	Yes ☐	No ☒

Job Evaluation Details			
Date Evaluation Agreed	JEP Reference	Grade	Job Family
7/5/2026	JEP760	SP39-SP43	
Position Reference			