



Directorate:	Information Technology Services (ITS)
Capability :	IT Controls
DDAT Profession:	N
DDAT taxonomy family:	N/A
DDAT Role level:	N/A
DDAT Market Force Led (MFL) Pay framework:	No
Job Title:	Capability Management Lead
Grade:	SEO
People Management Accountabilities (Y/N)	Y

Job Purpose/Role Description

IT Controls sits at the heart of the IT Services Directorate, supporting the business in meeting its objectives and enabling service delivery.

Working in the Capability & Talent team you will have responsibility for Capability development. This may include one or more of the following areas,

- Co-ordination, management and sourcing of training solutions across the directorate
- Development of bespoke training programmes
- Regional engagement with Schools and Colleges building digital skills, and interest in IT
- Creation and running of Development Programmes and Apprenticeships through our Centre of Digital Excellence
- Management, co-ordination and implementation of career frameworks

You will be responsible for the development and delivery of capability development plans for your area, working collaboratively with key stakeholders (across ITS, wider DVLA and Externally) to deliver the required outcomes, in line with agreed measures.

Act as a representative for the Capability & Talent Lead in planning forums as business needs determined.

Main Responsibilities: (Work Activities)

1	Responsible for the implementation of ITS's capability development plans, working collaboratively with ITS staff and HR to meet the desired outcomes. Working with managers and HR to identify individual and team level training needs.
2	Working with managers responsible for the identification of professional pathways and the learning required to support these. Maintaining a defined skills matrix which will inform staff development and training requirements.
3	Delivery of ITS level developed training and development plans to drive capability uplift plans via a variety of methods. Monitoring, evaluating and reporting on the effectiveness of training programmes.
4	Oversee apprenticeship and placement management, working with managers and ITS Workforce Co-ordination to source, select and place students based on ITS priority and demand. Monitoring effectiveness of learning/ROI/contractual obligations using checkpoint meetings with stakeholders.
5	Acting as ITS's expert on learning and development, providing expert advice and support to the business and ensuring learning is embedded in-line with ITS capability uplift plans.
6	Identify and assess current and future training needs through close working with the ITS Capabilities and line managers, linked to career paths.



7	Managing the delivery of a range of integrated learning and development solutions. Sourcing appropriate methodologies and delivering training as required.
8	Working innovatively with external partners to commission/develop appropriate training events to improve and enhance learning and development, sourcing specialist 3 rd party providers as required.
9	Build and manage effective working relationships with key stakeholders including all training coordinators, cost centre owners, other coordination unit managers and capability leads/managers.
10	Leading on the development of a culture of continuous improvement, introducing measurable analytics to demonstrate the scale of success of learning and development delivery to inform future L&D activities and demonstrate return on investment by reviewing capability requirements, training plans and skills matrices.
11	Working in conjunction with HR and the ITS recruitment manager to evaluate business needs to identify planned solutions to support succession planning, talent management and recruitment, ensuring initiatives align to the wider Agency strategy.
12	Facilitating and identifying opportunities for internal and external talent management to include development schemes in conjunction with the ITS Recruitment Manager.
13	Work with other Government Departments to share knowledge and enhance cross Government working, promoting DVLA as a leader in Digital Strategy & Innovation.
14	Work with External Organisations to deliver against the key strategic pillars within the IT Strategy.

Technical Capabilities – SFIA (maximum of 6)		
1	Benefits Management (BENM)	Level 5
2	Relationship Management (RLMT)	Level 5
3	Business Modelling (BSMO)	Level 4
4	Professional Development (PDSV)	Level 5

Civil Service Behaviours (maximum of 6)		
1	Making Effective Decisions	Level 3
2	Leadership	Level 3
3	Working Together	Level 3
4	Managing a Quality Service	Level 3
5	Communicating and Influencing	Level 3
6	Delivering at Pace	Level 3

Specific Technical Skills & Experience:		Mandatory/Desirable
1	Attention to detail and strong analytical skills	Mandatory
2	Intermediate Excel Skills (e.g. use of pivot tables, lookups, complex “IF” statements and array formulas)	Mandatory