Cities and Local Growth’s Career Development Charter

Great places to work are also great places to develop and pursue personal career goals. We want everyone in Cities and Local Growth Unit (the Unit) to feel supported in developing their career. We believe this enhances the ability of all of us to deliver now and in the future. It is a vital part of the Unit’s offer. This Charter sets out our commitment and responsibilities for making this happen.

The Unit is unique in its operating model and diverse in its breadth, talents and opportunities. Our teams cover the entire geography of England and many policy areas, with excellent relationships and access to hundreds and thousands of stakeholders, not just in central and local government but across the wider public, private and third sectors.

Our brand and reputation for ‘getting things done’ precedes us. This gives us unparalleled access to a wealth of opportunities, sometimes beyond our current career boundaries. We want to work together to share our networks, knowledge and experiences so these opportunities are visible, and we maximise their impact.

Career development means different things for different people – it can mean expanding the breadth or depth of your current role and pursuing new opportunities. However you wish to develop your career, the Unit will support you. We want to build a Unit where everyone feels supported to take up opportunities. This commitment must be matched by a responsibility on all of us to display the Statements of Excellence the Unit strives for. Our Charter sets out how we will start to make this happen. We will build on these initial actions over the course of the coming year, including making sure our offer works for London and non-London based team members.

Our Charter

As an individual

• I will take responsibility for my own career development and display personal initiative in seeking out opportunities that allow me to meet my career goals.

As a line manager

• I will commit time for discussion with the people in my team regarding their career development (including at least 4 Career Conversations a year), be supportive in allowing them the space to pursue opportunities, and seek feedback on how well I do this.
• I will ensure I am well equipped to have these conversations and seek training if necessary.

As a Senior Manager

• I will be generous with my time and networks in order to support anyone in the Unit, regardless of grade, with their career development.
• I will make opportunities accessible and transparent to all.

From April 2016, there will be a concerted focus on:

1. Career Conversations: A culture of regular career conversations, with all staff benefitting from the offer of at least quarterly Career Conversations with their manager. The Senior Leadership team will offer regular Career Conversations open to all staff, and to look at common issues at the Senior Leadership Team.
   Measure: Quarterly roundup by SLT & G6s to ensure conversations have taken place, and via a Career Conversation thermometer and regular feedback on quality.

2. Mentoring: Our mentoring champions will raise the profile of mentoring as an opportunity for all, and will offer support to those seeking a mentor and those looking to develop their mentoring skills.
   Measure: This can be measured via Mentoring & Shadowing thermometer.

3. Shadowing: Our shadowing champions will raise the profile of shadowing as an opportunity for all, building on our existing networks and connections, and will offer support to those seeking shadowing opportunities.
   Measure: This can be measured via Mentoring & Shadowing thermometer.