



## JOB DESCRIPTION

<b>POST:</b>	<b>Learning and Development Advisor</b>
<b>DEPARTMENT:</b>	<b>HR and OD</b>
<b>REPORTING TO:</b>	<b>Leadership and Organisational Development Business Partner</b>
<b>RESPONSIBLE FOR:</b>	<b>N/A</b>
<b>Grade:</b>	<b>5</b>

## MAIN JOB PURPOSE:

This role works closely with the Learning & Organisational Development Business Partner and is the lead for staff learning and development (L&D). This will involve understanding the organisational and functions' strategy and direction; identifying the knowledge, skills and behaviours that staff will need to develop to fulfil organisational outcomes and designing effective learning and development initiatives in response.

## DUTIES AND RESPONSIBILITIES:

- Lead on the creation of the Learning and Development Plan which fulfils the L&D Strategy and develops the knowledge, skills and behaviours the organisation needs to fulfil its strategic direction and outcomes.
- Work as a business partner to analyse organisational L&D needs, guiding and supporting staff and senior managers to gain support and commitment to effective L&D interventions.
- Use high levels of credibility and influence with managers and staff to ensure the right outcomes from L&D initiatives and with external providers to agree cost and key deliverables.
- Support delivery of the Organisational Development Programme and specific human resource management initiatives and projects including the design and delivery of successful work experience, apprenticeship, intern and graduate recruitment and development programmes.
- Design and co-ordinate delivery of a staff involvement and engagement framework and initiatives.
- Effectively evaluate the impact on outcomes of L&D and staff involvement interventions.

- Facilitate learning events and workshops.
- Use workforce information and other insight data to shape and inform learning and development initiatives, policies and practices.
- Participate in County wide working groups to look for opportunities to work together, share knowledge and initiatives and support wider learning and development.
- Any other duties of a similar nature which may be required.

### **Key Relationships:**

- Chief Executive, Strategic Leadership Team, Extended Leadership Team and staff.  
County wide relationships with Learning and Development groups.

### **Additional information**

- a) Does this job require a DBS check? No
- b) This job will participate in planning for emergencies in terms of response to or maintaining business continuity during an emergency. The jobholder will participate in training, exercises, response, recovery or other activities to support the councils' statutory duties in relation to emergencies under the Civil Contingencies Act (2004). It is expected that when requested to do so the jobholder will temporarily but immediately cease their normal role to support the emergency planning or response activity. Yes
- c) The post is designated as being politically restricted in accordance with the term of the Local Government Housing Act 1989 and subsequent amendments. The effect of this is to prevent the postholder from having any active political role either in or outside the workplace, and automatically disqualifying them from standing for or holding elected office. No

*This is not a comprehensive definition of the post. Postholders are expected to undertake any work that comes with the remit of the post's main objective. This job description will be kept under review and may be changed at any time subject to consultation with the postholder.*

## PERSON SPECIFICATION

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively.

<b>REQUIREMENTS</b> The postholder must be able to demonstrate:	<b>MEASURED BY:</b> A Application form I Interview T/P Test/Presentation
<b>EDUCATION/TRAINING</b> <i>(Academic, vocational/professional and other training)</i>	
Part qualified or working towards a Chartered Institute of Personnel and Development qualification and/or significant relevant experience. (QCF Level 4).	A
<b>KNOWLEDGE &amp; EXPERIENCE</b> <i>(e.g. report writing, office experience, Microsoft office)</i>	
Has a current and strong understanding of strategic impact of effective learning and development (L&D) strategy, plans and implementation.	A/I
Highly developed analytical skills and be able to interpret complex development needs, and guide and influence ELT and staff to effective solutions to raise individual and organisational performance.	A/I/P
Able to build effective L&D interventions, through understanding the organisation and functional strategy and direction, current need and design of effective solutions.	A/I
Demonstrable high level of ability to communicate, influence and build trust effectively with colleagues at all levels in the organisation, and with partners and providers outside the organisation.	A/I
Able to present information and recommendations in clear, concise reports and presentations to effectively influence.	T/P
Demonstrate creative thinking to offer innovative solutions to support and enable learning and development.	A/I/TP
Competent in the use of Microsoft Word and Excel for report writing, analysis and reporting of data.	TP
Ability to understand the wider context, strategic tensions and outcomes to make effective decisions.	A/I
<b>SKILLS/ATTRIBUTES</b> <i>(e.g. communication, interpersonal, decision-making, problem-solving, team player, reliable)</i>	
Able to build trusting, confidential and organisationally beneficial working relationships.	A/I
Able to analyse organisational priorities and prioritise L&D interventions and workload to be achieve required outcomes, while managing	A/I

<p>expectations and setting realistic goals across the organisation.</p> <p>Able to analyse complex information, develop effective solutions to L&amp;D challenges. Know when L&amp;D is not the solution.</p> <p>Able to lead projects and change effectively working with others.</p> <p>Evidence of a track record in providing effective advice and support to managers and colleagues.</p>	<p>A/I/P</p> <p>A/I</p> <p>A/I</p>
<p><b>BEHAVIOURS</b> Behaviours will be tested at interview against the Council's values (further detail below)</p>	
<p>Empowering, valuing and developing our people</p> <p>Valuing our customers</p> <p>Being open and honest</p> <p>Taking ownership</p> <p>Being ambitious</p>	<p>I/TP</p> <p>I/TP</p> <p>I/TP</p> <p>I/TP</p> <p>I/TP</p>
<p><b>EQUALITY AND DIVERSITY</b></p>	
<p>Considers and shows respect for the opinions, circumstances and feelings of colleagues and members of the public, no matter what their position, background, circumstances, status, appearance and whether they are one of the protected characteristics covered by the Equality Act 2010 (Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex or Sexual Orientation).</p>	<p>A/I</p>



# Our Values

...we believe in



**OUR PEOPLE**



**OUR CUSTOMERS**



**BEING OPEN and HONEST**



**TAKING OWNERSHIP**



**BEING AMBITIOUS**

We empower, value and develop our people to work together as one dynamic and efficient team.

We care about delivering high quality, customer-focused outcomes with our communities and partners.

We are open, transparent and truthful.

We take pride in our work and take responsibility for our actions.

We are ambitious, inspiring our communities, taking pride in our places and striving for excellence.

