



JOB DESCRIPTION

Post Title	Learning and Development Trainer/Adviser
Pay Band	Band 6 - £37,035 - £39,513
Hours	Up to 37 Hours
Location	Kettering
Reports To	Senior Learning & Development Advisor
Service Area	HR - Learning & Development
Purpose Of Post	To contribute to and support the provision of learning and development to help the council to maximise the use of its technology and applications, ensuring that the service is focused on delivering innovative solutions in line with CIPD best practice. To include the Corporate programme, bespoke programmes to meet specific customer needs, technology launches and projects.

PRINCIPAL RESPONSIBILITIES

- Identify and agree straightforward Learning & Development needs for services, teams and individual that meet customer priorities
- Take responsibility as course owner for specific Learning & Development Interventions across the L&D functions. This will include identifying the need, identifying a trainer (using contract and procurement rules if an external trainer), arranging dates, venues, take up, monitoring progress, quality and evaluation in order to deliver the L&D plan
- Translate national, regional and local requirements and design Learning & Development Interventions that utilise a range of blended learning approaches including online learning, courses, facilitation, coaching, mentoring, workbooks, etc
- Respond to customer requests to identify learning and development interventions to meet service needs and legislative requirements, and offer professional information, advice, support and guidance. This will be under the guidance of a L&D Senior Advisor or L&D Advisor.
- Support the management and running of diverse L&D projects/events such as Induction and Employee Engagement in order to support L&D plans.



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- Where appropriate, attend learning and development meetings with partners and stakeholders, as a front line representative of L&D. These can be at local, regional and national level
- Contribute to the management of budgets to ensure a balanced budget is reached at year end

This Job Description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing departmental needs and circumstances. Such reviews, and any consequential changes, will be carried out in consultation with the post holder.



PERSON SPECIFICATION

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ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Education and Qualifications	<ul style="list-style-type: none"> • Demonstrate a good level of general education/experience equivalent to 'A' Level standard in English or equivalent. • Possess recognised learning and development qualification (for instance PTLLS or NVQ at level 3 or 4 or equivalent, CIPD L&D). • IT competence in standard computer packages such as Microsoft Outlook, Microsoft Word, Microsoft Excel and Microsoft PowerPoint. 	<p>Internal Verifier Qualification</p> <p>ILM 3 leadership and management qualification.</p>
Experience and Knowledge	<ul style="list-style-type: none"> • Demonstrable experience in designing, delivering and evaluating Learning & Development interventions (able to present information and promote learning and development to a wide ranging audience). 	
Ability and Skills	<ul style="list-style-type: none"> • Have good presentation, written and oral skills in order to prepare, deliver and evaluate learning. • Be able to facilitate small team learning needs-analysis and consult with people on learning and development requirements. Able to evaluate training and development initiatives at various levels. • Able to communicate both verbally and in a written format effectively with a wide range of people/diverse groups within and external to the organisation. • Proven organisation skills and ability to self-direct activity. • Designed and delivered e-learning/on-line learning and other blended resources for personal and people development • Contribute and support to delivery of projects and events. 	
Equal Opportunities	<ul style="list-style-type: none"> • Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs 	



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Health and Safety	<ul style="list-style-type: none">• Able to demonstrate a clear understanding of and commitment to Health & Safety and a willingness to undertake training to enable implementation of procedures. Able to apply it effectively with both clients and staff.	
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