



Job Description	
Detail of the Job	
Post title:	Learning and Development Advisor
Salary grade	BAND 07 - £42,839 - £46,142
Hours:	Up to 37 Hours
Location:	Haylock House, Kettering
Reports to:	Learning and Development Manager
Service area:	Learning & Development
Purpose of Post	Support the development and delivery of learning and development programmes for customers. Supporting and developing best practice innovative solutions using in-house and externally commissioned capability that supports the common programme and specialist areas, such as Social Care or Apprenticeships. To deliver change development and senior training.

PRINCIPAL RESPONSIBILITIES

1. Coordinate the delivery of a customer learning and development and/or learning needs analysis and analyse, interpret and implement the requirements of workforce development strategies, in partnership with the Workforce Strategy team.
2. Act as a functional lead to identify learning and development needs in our customers workforce, to meet required outcomes aligned to their workforce strategy.
3. Provide professional advice and expertise to customers on several specialist aspects of Learning and Development, including Social Care, Education, Management Development, Learning Technologies, Apprenticeships and Professional Qualifications.
4. Design, deliver and evaluate tailored blended learning and development interventions, utilising latest innovative technologies, best practice and the LMS to



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deliver learning solutions. Design and deliver a variety of learning interventions aligned to recognised occupational and qualification standards. Provide development and assessment to meet awarding organisation quality assurance requirements.

5. Research appropriate options and consult with appropriate stakeholders and customers (internal and external) to develop and deliver learning programmes and services. This will include identifying Key Performance Indicators.
6. Work with L&D colleagues and customers to jointly coordinate cost-effective procurement and commissioning, following council procurement guidelines, for the provision of quality learning and development products and services for customers.
7. Develop and apply evaluation and quality monitoring processes to review the quality and impact of our service offering; contribute to and produce management reports; review performance and quality data and take appropriate corrective action where necessary.
8. Contribute to the development and implementation of an effective business development strategy for L&D services and identify and follow up on new business opportunities.
9. Supervise, coach and support people and manage resources, aligned to specific pieces of project work for which the post is responsible.
10. Effectively manage budgets or grants, as may be delegated by the L&D Manager, authorising expenditure and monitoring and forecasting spend, to ensure that resources are used to improve council 'best value and 'use of resources.
11. Set up governance frameworks and procedures for apprenticeships and qualifications to ensure efficiencies and quality standards in partnership with the L&D Manager and associated awarding bodies, as required.
12. Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and to comply with policies and procedures relating to health and safety within the council.
13. Maintain own Continuing Professional Development to ensure that current work practice is in line with current requirements
14. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
15. To carry out any other duties which fall within the broad spirit, scope and purpose of this job description.



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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.

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ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Education and Qualifications	CIPD Level 5 training qualification or equivalent qualification at Certificate or above. Or Social Work degree or equivalent qualification with experience of supporting learning e.g. PQ Enabling Others or Practice Teaching/Mentoring and Adults or Children's social work or social care or education occupational competence and recent experience Or Graduate level qualification in learning technologies. Evidence of personal Continuing Professional Development	Coaching/mentoring qualification Leadership and Management qualification Qualified to administer and interpret psychometric assessments



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Experience and Knowledge	Have facilitated learning needs analysis and consulting with people on learning and development requirements. Designed and implemented learning and developments plans at customer and service level. Have organised and facilitated training and presentations to groups. Have evaluated training and development initiatives. Have experience of procurement and commissioning, following procurement guidelines. Have managed a small team of professional staff and other resources. Designed and delivered e-learning/online learning and other blended resources for personal and people development Led a change or service improvement project that led to better outcomes for customers/service users	Ability to Coach/Mentor. Have developed effective training and development material. Developed and implemented a Leadership/Executive Development Programme
Ability and Skills	Ability to influence and communicate effectively with a wide range of people. Excellent written and oral reporting skills.	Have managed and overseen budgets. Advanced IT Skills – e-mail, Word, PowerPoint and Excel



	Ability to motivate others. Ability to carry out self-directed activity. Ability to generate creative solutions to problems. Working with diverse groups both within and external to the organisation. Good organisational skills and the ability to prioritise, and able to meet deadlines Able to work under pressure. IT competence in Microsoft products and ability to use new technologies. Ability to travel throughout the county and to other customer sites across the county. A keen interest in technology and education	Ability to generate creative solutions to problems.
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	
Health and Safety	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.	