



**North
Northamptonshire
Council**

JOB DESCRIPTION

Post Title	Senior Learning & Development Adviser
Salary Grade	Grade L £42,071 - £45,955 pro rata
Hours	Up to 37 Hours
Location	North Northants
Reports To	Development Manager
Service Area	Learning and Development HR
Purpose Of Post	Develop and deliver learning and development programmes for customers. Advise on and developing best practice solutions using in-house and external capability that supports the common programme and specialist areas, such as social care or new ways of working. To deliver change development and senior training. Manage a team of Professional Learning and Development advisers.

PRINCIPAL RESPONSIBILITIES

1. To lead on projects / programmes on specific functional areas to meet customer needs and create areas of excellence and best practice.
2. Direct, monitor and review the L&D work streams to deliver large and complex innovative projects, aligned to Workforce Planning Strategy and customer pace, in order to deliver transformational change.
3. Lead on the design, delivery and evaluation of tailored blended learning and development interventions and activities, utilising latest innovative technologies and up to date practice, in order to deliver Next Generation working. Design and deliver courses aligned to recognised occupational and qualification standards.
4. Manage people and other resources aligned to specific pieces of project work for which the post is responsible, ensuring that high quality and consistent professional advice is given to all customers.

5. Influence customers and partners, at all levels, through professional L&D advice to enable customers to have effective learning and development strategies/programmes that will raise the level of competence and performance of employees.
6. Work collaboratively with service teams to support organisational changes to team working practices, behavioural change to enable services to have the skilled workforce to deliver their objectives.
7. Develop a learning culture, through maintaining your Continuing Professional Development, to influence innovative work practices that are up to date and future focused.
8. Perform a customer learning and development and/or training needs analysis and analyse, interpret and implement the requirements of workforce development strategies, in partnership with the Workforce Strategy team.
9. Provide professional advice and expertise to customers and partners on all aspects of Learning and Development, including Management Development, Next Generation Working and Vocational and Professional Qualifications.
10. Work with all L&D colleagues to jointly coordinate cost-effective commissioning and provision of quality training and development services for the customer.
11. Develop and apply evaluation processes to review the quality and impact of our service offering; contribute to and produce management information reports; review performance and quality data, and present and discuss with customers as required.
12. Effectively manage and monitor allocated budgets, delegated by the Head of Service. Authorising expenditure and monitoring spend to ensure that resources are used to improve customer 'best value and 'use of resources'.
13. Maintain reasonable care at all times for the health, safety and welfare of self and other persons, and to comply with the policies and procedures relating to health and safety within the department. Ensure all learners operate within departmental policies, especially Equal Opportunities and Health and Safety in order to meet statutory and service requirements.
14. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
15. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description.

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

Post Title:	Senior Learning and Development Advisor
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ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Education and Qualifications	Educated to degree level or Level 5 CIPD training qualification or equivalent at certificate level or above. Or Social Work degree or equivalent qualification with experience of supporting learning e.g. PQ Enabling Others or Practice Teacher Or Post Graduate Certificate in Learning technologies qualification. And Evidence of personal OD/L&D Continuing Professional Development	Coaching/mentoring qualification Qualified to interpret and give feedback for administer psychometric tests Prince 2 Project Management or equivalent ILM 5 or equivalent

<p>Experience and Knowledge</p>	<p>Have facilitated organisation level training needs analysis and consultation with Directors/senior managers on organisation development and learning and development requirements.</p> <p>Extensive experience of working and influencing successfully at a senior level as an L&D/OD professional providing learning and development expertise to Directors, senior managers and teams in a complex organisation</p> <p>Ability to undertake a lead role in managing customer accounts in order to deliver the learning and development plans.</p> <p>Developed e-learning/on-line learning and other blended resources for personal and people development</p> <p>Understanding of a digital first organisation</p> <p>Leading the delivery of customer led project outcomes using project management methodology across a range of partners/stakeholders</p> <p>Design and facilitation of tailored team events using a range to approaches and tools.</p> <p>Design of evaluation methods in order to evidence value for money for customers.</p> <p>Have managed a team of professional staff, budget and other resources.</p> <p>Led a change or service improvement project that led to better outcomes for customers/service users We are also encouraging applicants with other</p>	<p>Ability to Coach/Mentor.</p> <p>Have developed effective training and development material.</p> <p>Developed and implemented a Leadership/Executive Development Programme</p> <p>Experience of acquiring substantial new business/new customer</p>
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	relevant experience in working within Housing, Health and Communities and Leisure, Children's Education services, Occupational Therapy	
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Ability and Skills	<p>Ability to influence and communicate effectively with a wide range of people.</p> <p>Excellent written and oral reporting skills.</p> <p>Ability to motivate and lead others.</p> <p>Ability to carry out self-directed activity.</p> <p>Ability to generate creative solutions to problems.</p> <p>Working with diverse groups both within and external to the organisation.</p> <p>Good organisational skills and the ability to prioritise, and able to meet deadlines</p> <p>Able to work under pressure.</p> <p>IT competent in Microsoft products</p> <p>A keen interest in technology and education.</p> <p>Ability to travel throughout the county.</p>	<p>Have managed and overseen budgets.</p> <p>Advanced IT Skills – e-mail, Word, PowerPoint and Excel.</p> <p>Ability to generate creative solutions to problems</p> <p>Manage the performance of others.</p>
Equal Opportunities	<p>Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs</p>	
Health and Safety	<p>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.</p>	