

L&D Advisor

Directorate: Learning and Development, HR Services, Strategy and Partnerships

Reports to: L&D Senior advisor

Grade: P1

Location: Cambridgeshire

Job Purpose

To support the development and delivery of Learning and Development programmes and projects to support colleagues and external customers, with particular focus on programmes and projects that support career development across the organisation.

Supporting and developing best practice solutions using inhouse and external capability to deliver a range of interventions aligned to council priorities.

Accountabilities

1. Respond to development priorities by undertaking learning needs analysis, interpreting requirements, and putting forward recommendations for programmes of development linked to council strategies and priorities. Plan and deliver learning and development interventions, either in a virtual classroom environment, a face-to-face classroom environment or through the provision of self-directed learning materials.
2. Provide professional advice and expertise on all aspects of the Council's Learning and Development offer, including apprenticeships and vocational and professional qualifications as required.
3. Design, deliver and evaluate engaging learning and development interventions and activities, utilising latest innovative technologies, blending learning methodologies with up-to-date practice.
4. Research appropriate options and consult with appropriate stakeholders and subject matter experts (internal and external) to develop and deliver a Learning & Development Programme. This will include identifying Key Performance Indicators and measures of success.
5. Work with all L&D colleagues to collaborate, when required, on the commissioning of cost-effective and quality Learning and Development interventions
6. Develop and apply evaluation processes to review the quality, impact and value of our Learning and Development activities; contribute to and produce management reports; review performance and quality data, and take appropriate corrective action where necessary.
7. 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.
8. Manage resources, including people, aligned to specific pieces of project work for which the post is responsible.

9. Effectively manage budgets as may be delegated by the Development Manager/ Business Partner. Monitor expenditure and income to ensure that resources are used to improve council 'best value and 'use of resources'
10. Ensure that reasonable care is always taken 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 county council.
11. Maintain own Continuing Professional Development to ensure that current work practice is in line with current requirements
12. To 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.

Equality, Diversity, and Inclusion

Ability to demonstrate awareness/understanding of equality, diversity and inclusion and respond to other people's behavioural, physical, social and welfare needs.

Person Specification

Qualifications, knowledge, skills, and experience

Minimum level of qualifications required for this job

Qualifications Required
<p>Level 5 CIPD training qualification or equivalent at certificate level or above.</p> <p>Or</p> <p>Social Work degree or equivalent qualification with experience of supporting learning e.g. PQ Enabling Others or Practice Teacher</p> <p>Or</p> <p>Post Graduate Certificate in Learning technologies qualification.</p> <p>And</p> <p>Evidence of personal OD/L&D Continuing Professional Development</p>

Minimum levels of knowledge, skills and experience required for this job

Knowledge and Experience

Learning and Training Needs Analysis	Have facilitated learning needs analysis and consulted with people on learning and development requirements
Learning Development	Have developed effective learning and development material Designed and implemented learning and development plans for teams and services.
Understanding of a digital learning	Developed e-learning/on-line learning and utilised virtual classrooms and other blended resources for personal and people development
Learning design and facilitation	Have organised and facilitated learning and presentations to groups and managers using a range to approaches and tools.
Evaluation methodology	Have evaluated Learning and development Interventions.
Team management	Have managed people and other resources.

Skills

Identify	Describe
Communication	Ability to influence and communicate effectively with a wide range of people. Excellent written and oral reporting skills.
Digital	IT competent in Microsoft products and ability to use innovative technologies A keen interest in technology and education
Working with people	Ability to motivate and lead others Working with diverse groups both within and external to the organisation. Ability to carry out self-directed activity
Problem Solving	Ability to generate creative solutions to problems Ability to research and review a range of information
Organisational Skills	Good organisational skills and the ability to prioritise, and able to meet deadlines Able to work under pressure

Equality, Diversity, and Inclusion (applies to all roles.	Ability to demonstrate awareness and understanding of equality, diversity, and inclusion and how this applies to this role.
Safeguarding (<i>include for roles working with children/vulnerable adults</i>)	Demonstrate an understanding of the safe working practices that apply to this role. Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.

Disclosure level

What disclosure level is required for this post?	None X	Standard
	Enhanced	Enhanced with barred list checks

Work type

What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid)	Fixed	Hybrid X	Field	Remote	Mobile
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