



Job Description	
Detail of the Job	
Post title:	Learning and Development Advisor
Salary grade	Grade K £37,071 – £41,103 Pro rata
Hours:	Full Time 37 per week
Location:	North Northants
Reports to:	Senior Learning & Development Advisor
Service area:	Learning & Development
Purpose of Post	Support on the development and delivery of learning and development programmes for customers. Supporting 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 delivery team

PRINCIPAL RESPONSIBILITIES

1. Coordinate the delivery of 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.
2. Act as a functional lead to identify learning and development needs in our customers workforce, in order to meet required outcomes align to their workforce strategy.
3. Provide professional advice and expertise to customers on all aspects of Learning and Development, including Management Development, Next Generation Working and Vocational and Professional Qualifications
4. Design, deliver and evaluate tailored blended learning and development interventions and activities, utilising latest innovative technologies and up to date practice. Design and deliver courses 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 (internal and external) to develop and deliver a Learning & Development Programme. This will include identifying Key Performance Indicators.
6. Work with all L&D colleagues to jointly coordinate cost-effective commissioning and provision of quality training and development services for customers.

- 7. Develop and apply evaluation 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. Manage people, resources aligned to specific pieces of project work for which the post is responsible.
- 10. Effectively manage budgets as may be delegated by the Development Manager. Authorising expenditure and monitoring spend to ensure that resources are used to improve council ‘best value and ‘use of resources’.
- 11. Set up governance frameworks and procedures for qualifications in order ensure efficiencies and quality standards in partnership with Awarding bodies.
- 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 county 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.

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.

Job Description

Post Title:	Senior Learning and Development Adviser	
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 / supervision Or Evidence of personal Continuing Professional Development	Practice Educator Professional Standards 1 and 2 or equivalent in Practice Teaching/Mentoring Coaching/mentoring qualification Leadership and Management qualification

Experience and Knowledge	<p>Have facilitated training needs analysis and consulting with people on learning and development requirements.</p> <p>Designed and implemented learning and developments plans at customer and service level.</p> <p>Have organised and facilitated training and presentations to groups.</p> <p>Have evaluated training and development initiatives.</p> <p>We are also encouraging applicants with other relevant experience in working within Housing, Health and Communities and Leisure, Children's Education services, Occupational Therapy</p>	<p>Ability to Coach/Mentor.</p> <p>Have developed effective training and development material.</p> <p>Have managed a small team of professional staff and other resources.</p> <p>Designed and delivered e-learning/on-line learning and other blended resources for personal and people development</p> <p>Led a change or service improvement project that led to better outcomes for customers/service users</p>
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 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 competence in Microsoft products and ability to use new technologies.</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>

	A keen interest in technology and education	
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	