

L&D Trainer Advisor

Directorate: Learning and Development, HR Services, Customer and Digital Services

Reports to: L&D Advisor / Senior advisor

Grade: SO2

Location: Cambridgeshire

Job Purpose

This post supports the delivery of the specialist Learning and Development interventions to the councils Adults and Children's Social Care workforces and external partners. Learning may be delivered in person, or through digital solutions. The post holder will also contribute to L&D projects and identified council priorities.

Accountabilities

1. Identify and agree straightforward Learning & Development needs for services, teams and individual that meet agreed priorities.
2. Take responsibility as course owner for specific Learning & Development Interventions. This will include identifying the need, identifying, and negotiating with colleagues (and using contract and procurement rules if an external trainer is required), scheduling dates, venues, advertising, take up, monitoring progress, quality, and evaluation to deliver the L&D plan.
3. Translate national, regional, and local requirements and design Learning & Development Interventions that utilise a range of blended learning approaches including online learning, courses, virtual classroom, facilitation, coaching, mentoring, workbooks, etc
4. Respond to colleague's 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 an L&D Senior Advisor or L&D Adviser.
5. Support the management and running of diverse L&D projects/events
6. Where appropriate support the completion of apprentices and vocational learners by carrying out workshop design and delivery and assessment in line with published standards / criteria
8. Where appropriate, attend learning and development meetings with partners and stakeholders, as a frontline representative of L&D. These can be at local, regional and national level.

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
<ul style="list-style-type: none"> • Demonstrate a good level of general education/experience equivalent to 'A' Level standard. • Possess recognised learning and development qualification (for instance PTLLS or NVQ at level 3 or 4 or equivalent, CIPD L&D) or Assessor qualification • Health and Social Care Award Level 3 or above or equivalent • IT competence in standard computer packages such as Microsoft Outlook, Microsoft Word, Microsoft Excel and Microsoft PowerPoint.

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

Knowledge and Experience

Learning Development	Demonstrable experience in designing, delivering and evaluating Learning & Development interventions (able to present information and promote learning and development to a wide ranging audience)
Evaluation methodology	Have evaluated Learning and development Interventions.
Occupational knowledge	<p>Recent occupational knowledge in any of the following areas is specifically required</p> <ul style="list-style-type: none"> • Adult Social Care Safeguarding (Adults & Children's) • Assisting and moving of individuals First Aid • Children's Social Care <p>This should be within the last two years or, evidence must be provided that their knowledge and practice up to date.</p>

Skills

Identify	Describe
Communication	<p>Ability to influence and communicate effectively with a wide range of people.</p> <p>Excellent written and oral skills to prepare, deliver and evaluate learning.</p> <p>Good presentation skills</p>

	Facilitate small team learning needs analysis and consult with people on learning and development requirements.
Digital	IT competent in Microsoft products and ability to use innovative technologies A keen interest in technology and education Designed and delivered eLearning / online learning and other blended resources for personal and people development.
Working with people	Ability to motivate others Working with diverse groups both within and external to the organisation. Contribute and support to delivery of projects and events
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 Ability to self-direct activity

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 (include for roles working with children/vulnerable adults)	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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