



**Northamptonshire**  
Children's Trust

## Job Description

Job Title: Learning & Development Advisor

POSCODE:

Grade: K

### Overall Purpose of Role

Development and delivery of learning and training programmes for customers. Coordination of the ASYE Programme from registration to completion working alongside SWA colleagues. Coordination of the support and development of best practice solutions using in-house and external capability that maintains the common programme and specialist areas, such as social care or new ways of working. To deliver change development and senior training.

### Main Accountabilities

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 and resources aligned to specific pieces of project work for which the post is responsible.
10	Effectively manage budgets as may be delegated by the Line Manager. Authorising expenditure and monitoring spend to ensure that resources are used to improve NCT '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 the behavioural, physical, social and welfare needs of customers, colleagues and stakeholders.
15	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.

**Safeguarding commitment** *(Include for roles involving work with children/vulnerable adults)*

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

**Person Specification**

**Qualifications, Knowledge, Skills and Experience**

Minimum level of qualifications needed for this post

Qualifications Required	Subject	Essential/Desirable
	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 OR Graduate level qualification in learning technologies. Evidence of personal Continuing Professional Development	Essential
	Coaching/mentoring Qualification. Leadership and Management qualification. Qualified to administer psychometric tests	Desirable

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

Identify	Details	Essential/Desirable
<b>Experience &amp; Knowledge:</b>	Have facilitated training needs analysis and consulting with people on learning and development requirements.	Essential
	Designed and implemented learning and developments plans at customer and service level.	Essential
	Have organised and facilitated training and presentations to groups.	Essential

	Have evaluated training and development initiatives.	Essential
	Have managed a small team of professional staff and other resources.	Essential
	Designed and delivered eLearning/online learning and other blended resources for personal and people development.	Essential
	Led a change or service improvement project that led to better outcomes for customers/service users.	Essential
	Ability to Coach/Mentor.	Desirable
	Have developed effective training and development material	Desirable
	Developed and implemented a Leadership/Executive development programme	Desirable
<b>Skills:</b>	Ability to influence and communicate effectively with a wide range of people.	Essential
	Excellent written and oral reporting skills and ability to motivate others.	Essential
	Ability to carry out self-directed activity.	Essential
	Ability to generate creative solutions to problems.	Essential
	Working with diverse groups both within and external to the organisation.	Essential
	Good organisational skills, able to prioritise. Also able to meet deadlines and to work under pressure	Essential
	IT competence in Microsoft 365 products and ability to use new technologies.	Essential
	Ability to travel throughout the county.	Essential
	A keen interest in technology and Education.	Essential
	Have managed and overseen budgets.	Desirable
	Advanced IT Skills – e-mail, Word, PowerPoint and Excel.	Desirable
<b>Equal Opportunities:</b>	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	Essential
<b>Health and Safety:</b>	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 customers and staff	Essential

### Disclosure Level

What DBS Level is required for this post?

None

Standard

Enhanced Child Only

Enhanced Child/Adult Bar

### Working Arrangements

What work type does this role fit into? (tick one box that reflects the main work type, the default workers type is flexible)

Fixed

Flexible

Field

Home