

Job description

Job Title: Learning & Organisational Development (L&OD) Advisor

Directorate: Finance and corporate services

Responsible to: L&OD Manager

Responsible for: N/A

Job Purpose

To support the L&OD team to embed a learning culture at the Electoral Commission, making the most of people's talents and developing them to their full potential alongside supporting the development of our culture as we grow. You will be passionate about helping people learn and in turn improving the organisation. The successful candidate will create a collaborative work culture, engaging employees both remote and office based using a variety of means, supporting our ambitious corporate plan to ensure all staff have the tools to be successful.

Key Accountabilities

Accountability	%
Contribute to the design and delivery of the corporate L&D offering considering relevance of blended learning options such as coaching, mentoring, on-the-job training, learning hours, classroom training and e-learning through taking into consideration available feedback, employee forums and staff data.	20
Support the maintenance of the Learning Management System (LMS) to help develop, deliver, track and evaluate success of training for Commission. Embedding the system into the practice.	20
Support on the implementation of the performance management process, introducing a new system and embedding this into practice by communicating and upskilling service users.	15
Support the senior advisors with assessing both individual, departmental and organisational learning and development needs	10

by identifying skills gaps and future learning requirements through yearly Training Needs Analysis (TNA) and PDPs.	
Assist on the on-boarding and induction for all new joiners, looking at how we engage with new staff before they join the Commission, to ensuring there is smooth, consistent and welcoming entry for all.	10
Work with and coordinate external training partners and curate learning content and assess relevant learning and development options always promoting and embedding Equality, Diversity and Inclusion into the agenda.	10
Support coordination of ad hoc departmental and individual training needs as identified through various performance or development conversations to help achieve the skill which will benefit the jobholder in the most appropriate way.	5
Assist the L&OD team with the planning, delivery and evaluation of the Leadership Programme by attending events and collating and analysing feedback and presenting this to the various stakeholders in a constructive format.	5
Work collaboratively with peers and colleagues in the wider HR Function on related matrix projects being prepared to chip in and support where work is needed and when required.	5

Key Working Relationships

This role reports into the L&OD Manager, working closely with the wider HR Team (business partnering, operations and talent acquisition teams) as well as the Head of HR.

There may be time when this person will need to present ideas and proposals to various Senior Leadership Teams and staff networks or occasionally even Executive Team. They will be working closely with line managers on supporting learning and organisational development needs.

The post holder will be liaising with and managing relationships with Training Providers, Finance Business partner and Procurement as well as dealing with requests and queries from Service users i.e. employees.

Person specification, Skills, Experience & Qualifications

Category	Requirement	Essential or Desirable	How to assess?
Qualifications	Holds or working towards a CIPD Level 3 qualification or equivalent experience	E	A
	Train the Trainer Qualification	D	A
Experience	• A minimum of 1 years L&D/HR experience in a fast paced environment	E	A
	• Previous experience of supporting on L&OD Programmes	E	A/I
	• Experience of coordinating training programmes to a variety of job levels	E	A/I
	• Experience of supporting on induction programmes for new staff	D	A
	• Experience working with an Learning Management System (LMS)	D	A/I
Knowledge and skills	• Knowledge of utilising feedback to improve services	E	A
	• Communicates effectively and able to present complex information to a diverse audience, or those without knowledge of the subject matter	E	I
	• Can demonstrate analytical and methodical approach to problem solving	D	A
	• Strong organisation and planning skills to meet objectives and deadlines	E	I
	• Able to work independently within established boundaries	D	A
	• Ability to produce and interpret data/metrics in a visual format	E	A
	• Provides advice/guidance to others and helps resolve issues and coordinate activities	D	A

A-application and CV I-interview T-test

Job Description and Person Specification last updated: 05/06/25 By: Sarah Wass