



RUTLAND COUNTY COUNCIL

JOB DESCRIPTION

Position Title: Learning and Development Advisor

Grade: SO2

Directorate: Resources

Department: Human Resources and Organisational Development

Responsible to: Head of HR&OD

Purpose of the Job:

Provide customer focussed, comprehensive and professional Learning and Development advisory service, in line within organisational policies, procedures and legal requirements. Collaborating closely with our Directorates, you will support the delivery of high-quality learning, that drive organisational improvement.

Work collaboratively across the HR & OD team to ensure a joined-up HR & OD service that adds value to the organisation and achievement of its Corporate Strategy and Workforce Strategy. Provide leadership across the team.

Reporting to the Head of HR and OD, you will lead the implementation of the Council's corporate Learning & Development approach, ensuring it aligns seamlessly with our Workforce Strategy.

Main Responsibilities:

- 1.1. **Strategic Learning Implementation:** Deliver the Council's Learning & Development plans, working with directorate leads to plan corporate and directorate learning programmes that align to the People Strategy and directorate learning needs.
- 1.2. **Needs Analysis & Resource Development:** Proactively identify training needs and develop relevant resources.
- 1.3. **Training Delivery & Development:** Develop and commission innovative training programs. Deliver core training aligned to HR &OD priorities.
- 1.4. **Induction:** Develop, in collaboration with internal stakeholders, a core induction learning programme.
- 1.5. **Apprenticeships:** Develop a Learning Academy approach that manages an effective apprenticeship programme for all apprentices from entry-level to graduate.



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- 1.6. **Education engagement:** Build relationships with local schools and colleges and higher education to provide information and advice on careers in local government, that support local recruitment objectives for entry level apprenticeships.
- 1.7. **Learning Management System:** Oversee the development of, and optimize and develop the use of the Learning Management Systems to support learners.
- 1.8. **Quality:** Ensure the quality of learning provision.
- 1.9. **Stakeholder Engagement & Reporting:** Build strong relationships, gather feedback, and produce insightful reports on L&D activity.
- 1.10. **Budget & Team Support:** Support budget management of corporate training budgets and use of apprenticeship levy.
- 1.11. **Allocated corporate project work** – design and delivery of HR strategies, organisational development initiatives, policies and practices that directly supports the development of our workforce
- 1.12. Represent the Council at regional events and networks where appropriate in order to both represent the Council's view and also learn from experience and best practice in other organisations (public and private sector).

To act in accordance with the principles set out in the Employee Code of Conduct and the Council's Values, recognising the duty of all public sector employees to discharge public functions reasonably and according to the law.

Take reasonable care for your health and safety and that of other persons who may be affected by the performance of your duties. Where appropriate you will safeguard the health and safety of all persons and premises under your control and guidance in accordance with the provisions of Health and Safety legislation and Rutland County Council's and Directorate codes of practice and procedures. You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.

This job description indicates the main areas of activity of this post. From time to time, however, other tasks/duties may be required but these will fall within the general areas of responsibility and grade of the post. Any changes which are of a permanent nature will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.

To manage delegated budgets and ensure effective financial planning and monitoring in accordance with the Council's Financial Procedure rules.



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To lead and develop a motivated team and ensure they are developed in their role through effective use of 'My Conversation'/supervision and effective performance management as appropriate.

Behaviours and outcomes:

Work collaboratively across the Council to ensure a joined up, consistent service that adds value to the Council.

Be ambitious for HR & OD and champion best practice services to achieve the best outcomes.

To be a role model for the One Council ethos and values.

Respond to pressure and change – flexible and adaptable to sustain performance.

Build and manage relationships, share knowledge and skills to deliver shared goals.

Actively support new initiatives and try different ways of doing things.

Dimensions:

Line Management of one employee

No direct budget management responsibility



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JOB REQUIREMENTS

QUALIFICATIONS/TRAINING/EDUCATION

| Essential | Method of Assessment * |
|--|------------------------|
| Qualified to Level 5 qualification standard or equivalent. | D |

| Desirable | Method of Assessment * |
|--|------------------------|
| Qualified to CIPD Level 5 qualification standard or equivalent | D/I |
| Qualified L5 Coaching and Mentoring Skills | |

EXPERIENCE/KNOWLEDGE

| Essential | Method of Assessment * |
|--|------------------------|
| Experience in a Learning & Development role, working as part of a team to deliver HR & OD Services. | A/I |
| Experience of designing and delivering training and briefings to groups of staff. | A/I |
| Up to date knowledge of apprenticeships and developments. | A/I |
| Experience of working in a customer focussed service with a track record of consistent delivery and achievement of KPI's | A/I |
| Experience of working with an HR or Learning Management System (employee data, reporting functionality). | A/I |
| Experience of undertaking research, analysis of data and production of management reports. | A/I |

| Desirable | Method of Assessment * |
|---|------------------------|
| Experience of delivering work experience programmes | A/I |
| Experience of commissioning training | A/I |



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|--|-----|
| Experience gained within a public sector employer. | A/I |
|--|-----|

SKILLS

| Essential | Method of Assessment * |
|---|------------------------|
| High level of personal organisation, able to manage and prioritise workload of self to meet deadlines | A/I |
| A strong communicator with the ability to build effective relationships at all levels | A/I |
| Able to design and deliver engaging briefings and training sessions | A/I |
| Committed to the talent agenda, leadership development, and fostering a coaching culture. | A/I |
| Numerate, able to analyse and interpret data and information at both an operational and strategic level | A/I |
| Well developed IT skills to produce reports, produce training content, maintain spreadsheets and produce statistical data and reports | A/I |
| Able to self-start and a good finisher | A/I |
| Capable of working on own initiative and leading on projects | A/I |
| Personal and professional credibility | A/I |
| Take personal responsibility and ownership for delivering corporate, team and own objectives. | A/I |
| Adopt a coaching style with managers, be empowering by being challenging and demanding. | A/I |

EQUALITY AND DIVERSITY

| Essential | Method of Assessment * |
|--|------------------------|
| Able to recognise discrimination and be proactive in ensuring the Council's policy is put into practice. | A/I |



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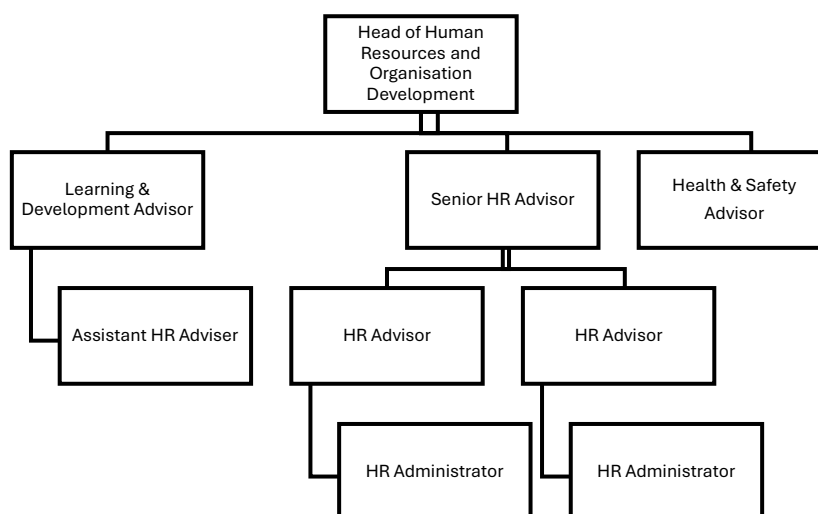
OTHER

| Essential | Method of Assessment * |
|--|------------------------|
| Flexible in working patterns to fulfil commitments of the role and team. | A/I |
| Willingness and ability to visit other sites as and when required. | A/I |

* A = Application Form D = Documentary evidence I = Interview T = Test

STRUCTURE

Our Team:



NOTE: These requirements must be reviewed each time this post becomes vacant. The reviewing manager must sign below. If changed, please submit both the original job description and amended job description to the Human Resources Department.

| DATE | CHANGE - YES/NO | PREPARED BY (Name & Position Title) |
|---------|-----------------|--|
| 14/4/25 | New role | Fiona Rowntree – Head of HR &OD |
| | | |