

Job Title: **LEARNING AND DEVELOPMENT OFFICER**

Post Number: POST000376

Directorate: Resources

Section: Human Resources

Post Grade: Tier: 4, Grade: G

Responsible to: Head of HR

Responsible for: Learning and Development

Job Purpose

To design and deliver an effective learning and development programme that supports the strategic goals of the organisation.

Supporting the Head of HR in the provision of high-quality and efficient organisational development, working closely with senior stakeholders and line managers to support innovative ways of working and ensure that the skills and capacity of the workforce meet current and emerging needs.

Main Responsibilities

- Actively support the implementation of the workforce plan through coaching and mentoring, capability and performance, employee engagement, creating a high performing, inclusive and learning culture.
- To lead on the design and delivery of the council's corporate training programme.
- Develop and deliver a suite of in-house training to line managers and staff in line with organisational needs.
- To continuously review and update our on-line learning management system to ensure it delivers value for money and make recommendations for alternative solutions.
- Lead on the design and delivery of a corporate induction and on-boarding programme to ensure its effectiveness and relevance to new employees embedding the council's values, behaviours and corporate vision.

- Lead on the design and delivery of staff engagement activities such as Staff Surveys and staff recognition schemes.
 - Lead on the design and delivery of the corporate Apprenticeship Scheme, utilising the Apprenticeship Levy, and the development of trainee and graduate schemes to support our next generation of talent.
 - Act as a lead officer in the development and implementation of an effective Elected Member Training Programme.
 - Undertaking an effective skills gap analysis with employees and Elected Members to identify current and future learning and development requirements.
 - Acting as an ambassador for the council in the promotion of Erewash Borough Council at jobs and careers fairs.
 - Manage the commissioning and contracting of external providers where appropriate.
 - Review and manage the Council's appraisal process – Employee Performance and Development Reviews (EPDRs) - and ensure that we have a fit for purpose system with timely reporting.
 - Provide management information and data to senior management on the effectiveness of learning and development within the Council.
 - Monitor the Corporate Learning and Development budget to ensure that programmes are effective and provide value for money.
 - Support the Head of HR and HR colleagues with any HR duties needed to maintain effective HR operations.
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Decision making

- Recommend learning and development initiatives and training programmes that support the strategic goals of the organisation.
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Financial Responsibilities

- Contribute to the setting and monitoring of the Corporate Learning and Development Budget to meet organisational and individual training requirements.
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Key Contacts / Relationships

- Senior management team, employees, external training providers.
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STANDARD CLAUSES

Health and Safety

You will take reasonable care for your health and safety and have regard to other persons who may be affected by the performance of your duties in accordance with the provisions of Health and Safety legislation, Erewash Borough Council's Corporate Health and Safety Policy Statement, associated protocols and health and safety management systems.

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.

Equality and Diversity

You will uphold Erewash Borough Council's Equality and Diversity policies and practices in accordance with the Council's policy and Equality Scheme. Erewash Borough Council will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a disabled employee.

Training

You will keep under review your own training and developmental needs and keep yourself informed of current issues and be alert to Erewash Borough Council's and other relevant bodies training programmes and policies. You will be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by your own training needs and the needs of the service.

Performance Management

You will ensure compliance with the Council's employee performance standards and take the appropriate action to address issues that may arise. You will comply with the Council's Data Quality Policy to ensure that all Council information you are responsible for is accurate, complete, up to date and fit for purpose.

Confidentiality

You will comply with and/or ensure compliance with the Council's Data Protection Policies and the Data Protection Act and other relevant legislation. You will ensure that confidentiality is respected and maintained at all times. Where appropriate you will work with computers, new technology and associated systems as required and support staff in its use. You will comply with the regulations as set out in the Council's ICT Information Security Policy.

Customer Care

You will promote and deliver fair and high-quality customer care services that are sensitive and responsive to customers and in accordance with Erewash Borough Council's Customer Care and Equality Policies.

Environmental

Erewash Borough Council is committed to protecting the environment and reducing its carbon emissions. It is therefore the responsibility of all employees to minimise their impact on the environment whilst working for the Council.

Safeguarding Children and Vulnerable Adults

All employees and Councillors have a duty of care for the safeguarding of children and vulnerable adults. Any concerns about the behaviour of a member of staff or service users must be reported immediately, in confidence, to a Safeguarding Lead. Posts working directly with children and/or vulnerable adults will be designated to require a Disclosure and Barring Service (DBS) check before appointment and a recheck every 3 years.

Other Duties

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading 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.

Produced by: **Jo Watts, Head of HR**

Date: **23 July 2024**

Version: **1.0**

Declaration

I understand and accept the job duties and responsibilities contained in this job description.

Signed..... Dated.....

PERSON SPECIFICATION

Job Title: LEARNING AND DEVELOPMENT OFFICER

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EXPERIENCE

Essential Criteria

- Relevant experience of working in a learning and development environment. *A / I / T*
- Experience of monitoring and tracking a learning and development budget. *A / I*
- Experience supporting the development and implementation of equality, diversity and inclusion approaches within training and development. *A / I / T*
- Experience of contributing to organisational development. *A / I*
- Experience supporting culture-change activities and initiatives that enhance performance and organisational behaviours. *A / I / T*
- Experience of providing wider HR support, such as assisting with recruitment, onboarding, employee data management, HR systems, or employee relations queries, as part of a broader HR function

Desirable Criteria

- Experience of developing and coordinative learning and development practices within the public sector. *A / I*
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QUALIFICATIONS

Essential Criteria

- An HR / learning and development related qualification **or** significant relevant experience. *A / I / D*

Desirable Criteria

- CIPD Advanced Diploma (Level 7) in Strategic People Management or Strategic Learning and Development Management, or equivalent. *A / D*
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SKILLS & KNOWLEDGE

Essential Criteria

- Knowledge and understanding of learning & development and OD processes and interventions which embed culture change, values and behaviours and achieve employee engagement. *A / I / T*
- Knowledge of the benefits of maximising the use of digital solutions in learning and development *A / I / T*
- Able to work collaboratively and build relationships with ease and the ability to influence people at all levels. *A / I / T*

- Ability to design and deliver training courses effectively to a range of audiences. *A / I*
- Customer focussed with the ability to build a strong business relationship with senior managers, understanding business requirements and identifying appropriate solutions. *A / I / T*
- Experience of the development and monitoring of performance development, management and review systems. *A / I / T*
- Analytical skills, with the ability to analyse and understand data and information and to use creative thinking to find solutions to problems. *A / I / T*
- Ability to prioritise work and manage time effectively, ensuring deadlines are met. *A / I*
- A confident, effective communicator with excellent oral and written communication skills. *A / I / T*
- Able to use a variety of MS Office applications to a good standard and the ability to learn the development and administration of HR and LMS IT systems. *A / I*

Desirable Criteria

- An understanding of the issues facing local government, and of the local government operating environment. *A / I*
 - Able to take a strategic overview of training and development and its impact on the organisation. *A / I*
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OTHER REQUIREMENTS

Essential Criteria

- Commitment to your own continuous professional development *A / I / D*
 - Full driving licence *A / D*
 - Able to attend evening meetings as required. *A / I*
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ASSESSMENT KEY:

A Application | *I* Interview | *T* Test | *D* Documentation

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