



	Job Profile
Directorate:	Chief Executive
Service Area:	Transformation, Strategy and Performance
Job Title:	Learning & Organisational Development Officer
Grade:	PO1
Post Number:	M082
Base/Location:	Southfields Office, Southfields Road, Loughborough
Responsible To:	Head of Transformation, Strategy and Performance
Responsible For:	No direct line management
Key Relationships/ Liaison with:	Managers and staff from across the organisation. External training providers

Job Purpose
<ul style="list-style-type: none"> • To organise and coordinate the Councils Corporate Learning programme. • To provide general support to the Transformation, Strategy and Performance Team in the delivery of various corporate projects and initiatives. • Delivery of an effective and appropriate service to all service users, fairly and without discrimination.

	Main Duties and Responsibilities
1.	To research, design, deliver and evaluate training programmes, including scheduling courses, liaising with tutors and delegates, room bookings, maintaining training records and collecting evaluation feedback.
2.	To maintain and develop the corporate e-learning website, including the design and development of corporate e-learning material.
3.	To be accountable for the control and monitoring of the training budget.
4.	To oversee the development, implementation, delivery and review of the Council's appraisal scheme.
5.	To lead on the Council's Workforce Development Strategy, Chair the associated Workforce Board meetings and lead on associated projects.



6.	To provide specialist support, guidance and coaching to managers and staff on learning and development issues within their service areas – including apprentices and T-level students.
7.	To address all elements of the Council's Apprenticeship requirements, including the Apprenticeship Levy and associated reporting. Where required this would include attending Senior Manager Meeting and Personnel Committee.
8.	To advise and assist managers on Agile Working Plans in association with the Council's Agile Working Policy, ensuring these remain updated and relevant.
9.	To be responsible for the Recruitment and Selection training of all new managers to the Council.
10.	To be responsible for the development and implementation of all induction programmes.
11.	To lead on coaching and development across the organisation.
12.	To take the lead role on the Council's Staff Forum ensuring all the identified Chairs are coached accordingly and items are addressed in an appropriate and professional manner.
13.	Responsible for protecting and managing information securely, and reporting breaches or suspected information security breaches, in line with Council policies.
14.	The postholder will be required to undertake such other duties commensurate with the grade, and / or hours of work, as may be reasonably be required.

Special Factors

- The nature of the work may involve the jobholder carrying out work outside of normal working hours.

This job description sets out the duties and responsibilities of the job 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 in themselves justify a reconsideration of the grading of the job.

Charnwood Borough Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

Prepared by: Head of Transformation, Strategy and Performance
Date: December 2025



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	Essential	Desirable
<p><u>Qualifications</u></p> <p>Demonstrable experience identified within the section below.</p> <p>Or</p> <p>Educated to a degree level or equivalent.</p> <p>A relevant qualification (relating to training / staff development).</p>		
<p><u>Experience</u></p> <p>Experience in one or more relevant fields, preferably in a public sector context (developing and supporting corporate learning and development programme, or organisational development or project/programme management).</p> <p>Experience of delivering one-to-one or group training.</p>		
<p><u>Skills / Knowledge</u></p> <p>Knowledge of learning and development interventions and how it relates to improving individual and organisational performance.</p> <p>The ability to deliver standard group training and one to one support and advice.</p> <p>The ability to effectively use all aspects of MS Office along with the confidence to apply general IT skills to other applications.</p> <p>A good standard of literacy and numeracy.</p> <p>Ability to organise and prioritise a varied workload.</p> <p>Understanding of projects and project support processes and documentation.</p>		
<p><u>Interpersonal Skills</u></p> <p>Excellent customer service skills.</p> <p>The ability to work effectively and flexibly as part of a team and to work autonomously when required.</p>		



Ability to build and manage good working relationships with colleagues at all levels and with external training suppliers. A high standard of interpersonal and communication skills.		
	Essential	Desirable
<u>Other requirements</u> An understanding of, and commitment to equal opportunities, and the ability to apply this to all situations. Must be able to perform all the duties and tasks of the job with reasonable adjustments, where appropriate, in accordance with the provisions of the Equality Act 2010.		

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