
Recruitment information

Job description and person specification

Your title Learning & Development Officer

DBS check No DBS required

Post number PRN000465

Your team Policy & Performance

You would be based Civic Centre, Esher/Hybrid

Your line manager Policy Manager

About the role

You will be part of the wider Policy and Performance Team, which covers HR, Policy, Communications, Economic Development, Emergency Planning and Climate Change.

You will coordinate the Council's work on learning, development and wellbeing as part of the Policy Team in the wider Policy & Performance Service Area.

The main purpose of the role:

To coordinate the Council's learning and development offer and enhance the employee experience, and reflects our commitment to continuous improvement. You'll work across services to provide L&D opportunities, in particular as we prepare for and respond to the opportunities and challenges of Local Government Reorganisation (LGR).

Specific duties and responsibilities

1. Organise the council's L&D approach.
2. Provide project support to the LGR People workstream and ensure it is achieving its action plan.
3. Undertake internal surveys and consultation as required across the organisation.
4. Champion the Council's values and behaviours through training and engagement initiatives.
5. Promote a learning culture and support the delivery of wellbeing training.
6. Monitor and report on training uptake, impact, and outcomes.
7. Maintain the Council's learning management system and maintain accurate training records.
8. Build relationships with colleagues and external training providers.
9. Use feedback and research to continuously improve the L&D offer.
10. Oversee the administration of the Council's mandatory training compliance.
11. Support the delivery of our programme of manager's conferences and directorate meetings.

12. Represent Elmbridge at the Surrey Learn Partnership

What's missing?

Our job descriptions cover as much of the role as we can possibly get down in writing, but issues will arise, and we hope and expect that you will understand that and take on-board other tasks from time-to-time, in keeping with your role of course.

Your conduct

We expect the highest standards of conduct from our employees and at all times you must carry out your duties with integrity and in accordance with the Code of Conduct for employees.

Equal opportunities

We have a strong commitment to achieving equality of opportunity and expect all employees to implement and promote our policy in their own work.

Health and safety

We are committed to a healthy and safe working environment and expect all employees to implement and promote its policy in all aspects of their work.

Personal and sensitive data

You will have regard for the duty of care owed to personal data and sensitive personal data and any other confidential or sensitive information which you access in the course of your employment ensuring adherence to the Data Protection Act and the Council's Information Security Policy and related guidance.

Talent development

We have a talent development programme that includes regular one-to-ones, mid-year reviews, end of year performance reviews and a strong and varied learning and development programme.

You will be expected to get involved in this talent programme to ensure you are performing at the highest level.

Confidentiality

We are committed to maintaining the privacy of all staff and customers. We expect

all staff to handle all individuals' personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

Person specification

Please read the details on this form carefully before you complete your Application Form. This form lists the essential requirements needed in order to do the job.

Your written application will be considered in relation to the essential knowledge, skills, abilities, education and experience required for the job and candidates will therefore be selected for interview on this basis.

Elmbridge Borough Council is committed to providing the best possible services and ensuring they are accessible to all who need them irrespective of race, colour, ethnic or national origin, religious or political belief, Trade Union activity, age, disability, being male or female, married or unmarried, sexuality.

What you need to tell us on your application form:

- You will need to tell us throughout your application form and at interview how you can contribute to providing good quality services for all.
- For each of the requirements listed overleaf, you will need to explain how your skills, abilities, knowledge, education and experience make you suitable for this post.
- These may have been gained through previous employment, voluntary/community work, spare time activities, home responsibilities, training or languages spoken.
- You should also include anything else relevant to the job which you think we should know about.

We regret that we can only consider applicants who are already eligible to work in the United Kingdom.

Insert title: Learning &
Development Officer
Team: Policy
Salary: S02
£43,571 - £44,623

Post no: PRN000465
Hours: 36
Car allowance: Casual

Qualifications and education

No.	Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
1	Educated to degree level or equivalent	D	A
2	Learning & development qualification or relevant experience	E	A, I
3	Evidence of continuous professional development	E	A, I

Experience

No.	Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
4	Experience of organising and evaluating learning and development	E	A, I
5	Experience of team work and building relationships, internally and with external training providers	E	A, I
6	Experience of working in local government	D	A
7	Experience of maintaining and administration of LMS systems	E	A, I
8	Experience of undertaking internal engagement	D	A, I

Knowledge, skills and abilities

No.	Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
9	Ability to manage high workload and conflicting priorities.	E	A, I, T
10	Ability to problem solve and evaluation skills	E	A, I, T
11	IT skills in a Microsoft environment	E	A, I, T
12	Communication skills, both written and oral	E	A, I, T

13	Ability to work on your own initiative	E	A, I, T
14	Presentation skills	E	A, I, T
15	Numerical and analytical skills	E	A, I,

Special requirements

No.	Key requirements	Desirable/ essential	To be tested by: Application1 (A) Test (T) Interview (I)
16	Willingness to work flexibly	E	A, I