

JOB DESCRIPTION

Job Title:	Learning & Development Officer	Service Area:	Organisational Development
Responsible To:	Head of Organisational Development	Salary:	£25,463- £29,055

JOB PURPOSE

To provide an effective and efficient Learning and Development service to the Foundation, ensuring the organisation develops people to have the right skills, knowledge and understanding to support the achievement of its key strategic aims and objectives.

The focus of the job role will be on the further development of a Foundation wide training provision to meet mandatory, statutory and legislative training (including induction support) and will develop to cover broader interventions as appropriate.

MAIN DUTIES

- To work in partnership with managers and staff across the Foundation to ensure processes are in place and appropriate solutions proposed to meet organisational and regulatory requirements.
- To lead the annual Training Needs Analysis for the Foundation.
- To coordinate learning and development solutions to meet identified needs, including statutory and mandatory training.
- To deliver training interventions (where appropriate) as identified through the Training Needs Analysis.
- To support managers in all service areas in the design and delivery of learning and development interventions that meet individual and specific service area needs.
- To ensure learning needs of staff are met using blended learning methods.
- To work with managers and colleagues to develop and implement effective induction programmes and materials.

- To coordinate training programmes and events as required, including arranging facilities, administration of booking systems, and producing and distributing training related materials.
- To develop and maintain effective communications including internal PR campaigns to ensure employees have knowledge of L&D opportunities.
- To support the Foundation's Apprenticeship Programme; maintaining robust training records and data, liaising with providers, and promoting and increasing apprenticeship opportunities within the organisation.
- To select appropriate providers of development activities and e-learning programmes, in line with the Foundation's procurement procedure.
- To develop the training element of the HR Management Information system to ensure accurate and up-to-date training records are in place for all employees.
- To provide accurate learning and development reports and papers (with clear action plans and forecasting of activity) as required to support decision making across the Foundation. Identify KPIs and measures to demonstrate impact.
- To evaluate all learning and development activity at individual, team and organisational levels, including the measurement of the return on investment.
- To regularly review operational systems and processes and identify more effective ways of working.
- To attend meetings as and when required to provide guidance and support in relation to learning and development, eg subject steering groups.
- To support and contribute towards the general OD/HR department activities as required.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> • Level 5 equivalent qualification (eg HND, Foundation Degree, Level 5 Diploma etc) or proven experience of working at this level within a learning & development environment • Appropriate adult teaching qualification 	
Experience and knowledge	<ul style="list-style-type: none"> • Current knowledge of learning & development best practice and current issues, such as the Apprenticeship Levy • Comprehensive experience of undertaking a training needs analysis • Substantial experience in delivering learning & development initiatives, including training design and delivery • Knowledge of statutory and legislative training requirements within a care and/or education environment. • Experience of working with Senior Managers • Experience of developing, implementing and maintaining administrative systems in a learning/HR environment 	<ul style="list-style-type: none"> • Knowledge and understanding of the issues affecting care, schools and education sectors and charities • Knowledge of the services offered by the Percy Hedley Foundation • Knowledge and experience of using blended e-learning approaches
Skills and abilities	<ul style="list-style-type: none"> • Training delivery skills • Competent in a range of software, including Microsoft Word, Excel and Powerpoint • Ability to interrogate, analyse and validate computer based record systems in order to ensure accurate reporting 	

	<ul style="list-style-type: none"> • Proven ability to use own initiative and decision making skills • Ability to present information in a professional and credible manner through effective verbal and written communication skills • Proven ability to work pro-actively and to manage and prioritise own workload and competing priorities • Strong interpersonal skills and the ability to engage effectively with a managers and employees at all levels 	
Personal attributes	<ul style="list-style-type: none"> • Energy, drive and enthusiasm • Attention to detail • Commitment to quality, continuous improvement and service improvement • A positive and creative thinker who is able to develop practical solutions • Flexible and adaptable to meet the changing needs of the service 	
Other requirements	<ul style="list-style-type: none"> • Ability to fulfil the mobility requirements of role 	