

Learning and Development Advisor -

Reports to:

Learning and Development Manager

Contract

Fixed term up to 14 months: Maternity Cover

Role profile and grade

OS30, grade 3

Salary

£36,040

Working Hours

37.5 hours per week

Location

Hybrid/ Cheadle (with an expectation of travel to any of Together Trust services)

Job purpose

A service-based role, the post-holder will be required to maintain an active, open, and robust relationship with their assigned services to ensure learning provision meets the needs of the organisation and any relevant services.

The post-holder will advise individuals on learning appropriate to their development goals and developing leadership capabilities to promote and encourage learning across service areas.

The post-holder will be responsible for delivery of training across the organisation, as well as being responsible for maintaining training compliance within the assigned area, taking the lead on the organisation of service-based training schedules and completion of ongoing learning needs analysis.

This is a challenging and strategic role, which is best suited to an experienced L&D professional looking to have a direct impact on the development of our colleagues and who is looking for a step up into a

more challenging learning and development position.

Key responsibilities

Career Development

- To lead on the promotion of career development within assigned services, working closely with Heads of Service and senior managers to identify opportunities to upskill
- Dealing with enquiries for development, ensuring best solution benefiting organisation and individual is achieved, within the constraints of budget.
- Supporting the wider L&D and OD team with the design and implementation of a variety of developmental initiatives, action plans, programmes, and training materials
- To lead on the promotion of accredited learning, and leadership development programmes within assigned services, working closely with Heads of Service, senior managers, and providers
- Work collaboratively with service managers to provide information, advice, and guidance to staff in relation to appraisal and review process and career development
- Provide advice to managers to help them identify and evaluate a range of career development options available to staff.

Organisational tasks

- To ensure effective processes are in place to identify organisational training needs and lead on regular learning needs analysis
- Dealing with enquiries effectively, via the learning and development helpdesk, email, Microsoft Teams, and telephone
- Offering excellent support to both internal and external trainers and learning consultants
- Evolve our L&D provision; building on the blended learning approach and engaging with services to look at development of its workforce; and to encourage individuals to self-develop
- Utilise L&D best practice to find ways to improve our L&D approaches / To keep up to date with emerging L&D trends and find ways to implement and share best practice
- To regularly review development offer, measure and evaluate impact of learning solutions to inform future activity and demonstrate value for money
- Lead on L&D projects and initiatives ensuring that implementation is achieved on time and in budget

- Take the lead in the marketing and promotion of all training, learning and development activities to staff, within assigned services through the development of strong relationships with managers, service leads and other key stakeholders.
- Work with the wider Learning and Development team and the Trust's communications department in producing high-quality promotional material about learning and career development opportunities for use within services.

Learning Support

- Work with professional leads and subject matter experts across assigned services to design, develop, and deliver engaging training and development programmes providing expert advice in relation to different approaches to delivering education and training.
- Deliver, when required, elements of the organisational mandatory training and/or wider L&D training programme.
- Maintain an up-to-date knowledge of developments and changes in any specialist areas of knowledge as required for training.
- Work with subject experts in reviewing the delivery of learning in line with feedback received from staff, managers, and professional lead
- Take a lead role in embedding a culture of continuous learning through the implementation, delivery, and promotion of a curriculum of learning, development and training that provides opportunity for learning and advancement for all staff in assigned services
- Work alongside service leads to liaise with the people we support and their representatives to identify effective training solutions to meet their diverse needs.
- To advise on relevant learning content that is available on our learning management system
- Take a lead role in the organisation and administration of all staff training within assigned services
- Regularly undertake evaluation tools, surveys, and audits to improve programmes of learning, recommending improvements to courses and /or changes to the curriculum as appropriate
- Support employees who experience barriers that impede their ability to participate in development opportunities by creating and/or commissioning learning support opportunities

Digital Content Support tasks

- To work closely with service leads in the identification of learning outcomes for new or updated learning content
- Work closely with internal and external subject matter experts to ensure that learning content is produced in a timely manner and to specified outcomes
- To act as the quality assurance lead on all learning content
- To signpost operational staff and managers on our e-learning platform to support continuous improvement

Data and Reporting

- To provide detailed reports to the Learning and Development Manager monthly outlining learning attendance, accredited learning sign-ups / completions, learning evaluation and any other data as requested
- To lead on the dissemination of quarterly KPI information across assigned services
- Identify trends, themes, and correlations in training data, summarise impact, tell stories and recommend adjustments
- To use training dashboards to keep key stakeholders up to date with recommended training levels and to plan for future training needs
- To maintain an in-depth knowledge and understanding of our learning management system

Working Relationships

- Build and sustain effective long-term working relationships with senior managers, professional leads, and staff to identify learning solutions and evaluate options
- Working closely with all services to help embed a learning culture across the organisation, this role comes with the expectation of travel to any of Together Trust services across the North West (Greater Manchester, Lancashire and Merseyside)

Communication Requirements

- The post-holder will deliver clear, concise, and dynamic presentations as a key requirement of the role.
- The ability to convey information both verbally and in written/multimedia format is a key element of the role; the advisor will deliver presentations to both large and small audiences and will be required to ensure comprehension of complex subject matters, addressing any barriers to learning.
- The post-holder will be required to attend all service team meetings to promote all L&D activity and initiatives

Leadership and Staff Management

- There is no direct line management responsibility although the post-holder will be required to support and mentor the wider learning and development team in the absence of the Learning and Development Manager

Financial Responsibility

- Responsibility for evaluating and analysing learning solutions in line with budgetary constraints.
- Responsible for monitoring learning spend and ensuring programmes recommend value for money.

Analytical and Judgement

- The post-holder will be required to develop and deliver learning using a range of materials, evaluating content and methods before determining appropriate solutions.
- The post-holder will, as a regular and frequent element of the role, be required to analyse the learning needs of staff using a range of tools and techniques and will use judgement to recommend appropriate programmes of learning in line with organisational priorities - this includes playing a lead role in the annual learning needs analysis programme.

Planning and Organisational Skills

- Plan and prioritise your own workload to meet personal, team and service objectives, showing confidence in making decisions when dealing with competing priorities
- Attend regular departmental and team meetings, as requested.
- Well-motivated with evidence of an ability to work without direct supervision and to use own initiative, escalating queries outside

of job remit and working within the remit of all Trust operational and other policies and professional codes of conduct.

- To use your own initiative and critical thinking skills to respond to staff and colleagues in an effective, professional, and timely manner regarding course attendance and cancellations, study leave and general enquiries.
- To attend Trust Induction, Statutory and Mandatory training and participate in updates as required.
- Have a flexible approach to work and will be a team player with a track record of successfully prioritising work and managing time effectively

Person specification

You will need to demonstrate the extent that you have the necessary requirements for this role. Please use examples in your application of how you match the criteria in the person specification and your experience of the responsibilities outlined for the role.

	Essential	Desirable
Education, qualifications and training	Level 5 qualification in learning and development, teaching or equivalent.	CIPD membership at Associate or above.
Experience and skills	Significant experience in conducting learning needs analysis processes and analysing the outcomes to determine priorities.	HR, OD or learning and development experience within a public sector, health and social care, education, NHS or Charity environment.
	Significant experience of plotting L&D trends and identifying good	Experience using benchmarks/ standards to measure

	practice.	quality of learning and development.
	Significant experience in designing, delivering and evaluating training events.	Experienced in the use and administration of Kallidus Learn (LMS).
	Considerable experience of online facilitation.	
	Considerable experience conducting evaluation of training programmes.	
	Significant experience and understanding of the requirements of OFSTED, CQC and relevant professional bodies.	
	Advanced and demonstrable experience of ICT packages (e.g., Microsoft Word, Excel, Teams, SharePoint, and OneDrive).	
	Considerable experience in the use and administration of learning management systems.	
Knowledge and understanding	Demonstrable ability to establish effective	Knowledge of Apprenticeships, how

	working relationships with managers, staff, and external partners. Understanding of the importance of adhering to organisational policies and procedures, legal and ethical requirements. Personal vision is aligned with the Together Trust values and mission statement. Advanced understanding of confidentiality, data protection, and system security. Excellent written and verbal communication skills to communicate complex topics. Able to understand wider organisational issues and translate these within the context of learning and development. Ability to promote a culture of learning and development across the organisation.	they work, eligibility and process.
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Other	Pays attention to detail with high standards of presentation. Commitment to continued professional development Flexible, with a strong ability to work with changing and competing priorities. Ability to meet conflicting demands and to problem-solve and suggest solutions Ability to travel between sites (Trust locations) in a timely manner	
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Applications are welcome from all, regardless of age, disability, marriage or civil partnership, pregnancy or maternity, religion or belief, race, sex, sexual orientation, trans status or socio-economic background. We are committed to making reasonable adjustments for disabled people. We positively encourage applications from those with lived experience.