



SWINDON
BOROUGH COUNCIL

Role Profile

Job Title: Learning and Development Consultant	Role Profile Number: P/A
Grade: Q	Date Prepared: 4 August 2021 Date Amended: 4 August 2021
Directorate/Group: HR&OD	Reporting to: Organisational Learning Manager

Job Context

We understand that getting the best for our residents means getting the best from our people, nurturing talents, encouraging professional development and investing in our leaders of the future.

That's why we are continually developing our offering to support all areas of the Council through a targeted, innovative way of delivering Learning & Development.

Our specialist internal L&D team design, deliver and continually evaluate the L&D activity to make sure we meet the services needs and offer the best professional development support we can..

Supporting the function in its purpose of ensuring the Council has a clearly developed employer proposition, along with supporting people-focused policies and programmes, to create a working environment that reflects the Council's core values. The aim is to enable managers to create a highly productive working environment that fosters talent and delivers agreed outcomes for customers and local communities.

Job Purpose

Support the Organisational Learning Manager (OLM) to implement a holistic corporate workforce learning and development plan that promotes a culture of learning and continuous improvement within the council, and enables a high performing organisation and great employer status. Alongside this, to lead on various projects to support the wider HROD team, as required.

Responsible for the assessment, development, sourcing and coordination of the people development requirements for the organisation, working in close partnership with the OLM to identify, plan, develop, deliver, commission and evaluate learning and development activities, ensuring that they align with business needs. You will provide guidance and support to the OLM in monitoring, shaping and guiding delivery of the core people development service provided across the business.

Key Accountabilities

- Responsible for designing, delivering or commissioning high quality learning interventions that address business needs.
- Work with HR Change Partners to deliver development that supports Council's workforce talent management plan and ensure its integration with the workforce learning and development planning process.
- Work with the OLM to develop and deliver the Council's leadership and management development programmes.
- Consult in a professional, proactive and commercially focused manner in the day to day delivery of learning and development services.
- Provide specialist L&D advice and guidance to managers and teams to support professional development.
- Contribute as an effective and collaborative member of the wider HR & OD Department
- Deliver L&D solutions through internal or external resources
- Develop and implement an evaluation methodology to demonstrate ROI of development activities
- Work with Learning and Development admin team members to maintain and analyse accurate training and development records, producing insight to help shape future learning content and support council-wide learning initiatives
- Develop and deliver an induction programme that values, informs, engages and welcomes new members of staff
- Maintain, develop and deliver innovative e learning solutions
- Manage external learning providers
- Producing blended learning solutions in line with organisational vision and workforce development plan
- Support individual growth through the delivery of one-to-one coaching as required.

Knowledge & Experience

Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:

- Relevant experience and knowledge in the sector
- A track record of demonstrating continuous improvement in L&D service provision
- Evidence of collaboration across a complex organisation
- Project management skills and experience
- Strong diagnostic skills leading to sound judgement and decision making
- Experienced facilitator and coach
- Ability to translate organisational strategy into L&D solutions
- Thorough and applied knowledge of L&D models/theories
- Demonstrable innovation in L&D activity
- An ability to see beyond current issues and requirements and identify the needs of the future using a lean systems approach

Qualifications

- Member of CIPD (or compensatory relevant experience)
- Membership of an appropriate professional body (eg CIPD) or equivalent qualifications and/or experience.

Contacts and Relationships *(how the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council)*

- This role will work closely with managers on a regular basis and also occasionally with Heads of Service and other senior management to identify and enable best practice in relation to Learning and Development
- This role will network with other organisations to ensure knowledge of best practice and current trends
- Contact with Elected Members and senior management, particularly in relation to induction delivery
- Working with external providers of development provision in terms of commissioning and delivery

Values and Behaviours

We strive to underpin our culture of being 'At our Best' through strong management and authentic leadership. This means getting the management basics right. We own and demonstrate accountability, both individually and collectively, and aim to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, by displaying:

- Accountability at all levels
- Customer care and pride in what we do
- Continuous learning and evaluation
- Valuing one another and the contribution each of us makes

Other Key Features of the role (working environment / emotional / conditions i.e. regular outside work, unpleasant or hazardous conditions, practical demands such as standing, carrying or working in constrained positions, potential verbal abuse and aggression from people, or risk of injury)

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name::
Date:	