

<b>Job Title:</b> Learning and Development Consultant	<b>Role Profile Number:</b> P/A
<b>Grade:</b> Q	<b>Date Prepared:</b> 14 April 2022
<b>Directorate/Group:</b> HR&OD	<b>Reporting to:</b> Strategic Learning Lead

**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 Strategic Learning Lead to implement a leadership development strategy that promotes a culture of learning and continuous improvement particularly for managers and leaders. This includes creating and delivering development opportunities for the council’s leadership and management teams l, which enables a high performing organisation .

Responsible for the assessment, development, sourcing and coordination of the people development requirements for the organisation, working in close partnership with the Strategic Learning Lead to identify, plan, develop, deliver, commission and evaluate leadership development activities, ensuring that they align with business needs. You will also provide accurate guidance and support to the council’s workforce with particular focus on leadership and management topics and activities, whether that is via facilitating engaging workshops or courses or by other L&D means. The role will also need you to consider people’s different

learning needs and will require you to be flexible and creative in your approach to meeting these. .

### **Key Accountabilities**

- Work with the Strategic Learning Lead to develop and deliver the Council's leadership and management development programmes.
- Facilitate highly engaging and effective leadership development workshops in line with leadership and management development programmes. These may be virtual or face to face.
- Use suitable evaluation techniques to analyse the effectiveness of workshops and adopt a continuous improvement approach to amend and improve learning 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
- 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
- Manage external learning providers
- 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
- Experienced facilitator and coach
- Evidence of collaboration across a complex organisation
- A track record of demonstrating continuous improvement in L&D service provision
- Project management skills and experience
- Strong diagnostic skills leading to sound judgement and decision making
- Ability to translate organisational strategy into L&D solutions
- Thorough and applied knowledge of L&D models/theories
- Demonstrable innovation in L&D activity

### **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 at various levels 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

**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)

<b>Employee Signature:</b>	Print Name:
<b>Date:</b>	
<b>Line Managers Signature:</b>	Print Name:
<b>Date:</b>	