

<b>POST TITLE</b>	<b>LEARNING &amp; DEVELOPMENT CONSULTANT</b>
<b>DEPARTMENT</b>	<b>CORPORATE SERVICES</b>
<b>DIVISION / SECTION</b>	<b>HUMAN RESOURCES</b>
<b>RESPONSIBLE TO</b>	<b>LEAD HR CONSULTANT - LEARNING &amp; DEVELOPMENT</b>
<b>NUMBER OF POST HOLDERS</b>	<b>6</b>
<b>ACTING UP/ SECONDMENT</b>	<b>NO</b>

#### PURPOSE OF JOB

To design, deliver, source, signpost and evaluate learning and development (L&D) interventions which meets the business needs of our organisation. Areas of L&D include:

- Onboarding and induction
- Regulatory and Essential Learning
- Operational Learning and Development
- Knowledge Management
- Behavioural and Technical Skills

#### THE WHAT - MAJOR TASKS/JOB ACTIVITIES

- Support Senior Learning and Development Consultants and Senior HR Consultants to provide L&D consultancy across the organisation to support the delivery of our People Strategy;
- Support and project manage specific learning campaigns across the Council;
- Design, deliver, evaluate, source and signpost learning interventions (face to face, eLearning, learning resources, blended programmes), demonstrating return on investment;
- Support Senior Learning and Development Consultants with procurement of L&D programmes;
- Implement best practice L&D across the organisation, helping to create a positive learning culture;
- Contribute to the Learning and Development Dashboard to demonstrate the volume, scope and value of L&D activities.

#### THE HOW - KNOWLEDGE AND SKILLS (E.G. CREATIVITY & INNOVATION, CONTACTS & RELATIONSHIPS, DECISION MAKING)

- Experience of effectively leading on all aspects of the L&D cycle within a business environment
- Commercially and financially astute
- Strong facilitation and presentational skills to convey difficult and contentious issues to potentially hostile audiences
- Experience in designing effective and engaging learning resources to support just in time learning
- Demonstrate creativity and innovation to develop and present L&D proposals to improve organisational performance
- Experience of taking a coaching approach to learning consultations with customers
- Highly proficient in Microsoft office and eLearning authoring tools such as Captivate
- Proven ability to build and develop productive working relationships across the organisation

- Effective research skills to source and signpost engaging and relevant learning resources
- Demonstrate a curiosity to grow knowledge and personal insight to help with continuous personal and professional development

#### **ENVIRONMENT**

- Manage own time to meet deadlines and deliver outcomes to agreed quality standards.
- Physical demands and conditions will be predominantly within the range of normal office based activities.
- All employees are expected to adhere to Council standards of practice in line with policy, e.g. health and safety

#### **SUPERVISION AND MANAGEMENT OF PEOPLE (NUMBERS AND TYPE OF STAFF)**

- The Learning and Development Consultant will be expected to lead project teams and supervise work experience placements as and when required.

#### **RESOURCES**

- The post will not normally be responsible for non-staffing budgets. The post will have shared responsibility for the security and maintenance of council wide information systems.

#### **HEALTH AND SAFETY**

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.

All employees are responsible for:

- Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions;
- Co-operating with management and following instructions, safe systems and procedures;
- Reporting any hazards, damage or defects immediately to their line manager; and
- Reporting any personal injury and work related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Lines managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed and controlled, with specialist input from H&S Advisers and others including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed.

Additional information can be found in the [Council Health and Safety Policy](#)