

Post being recruited for:

Learning and Development Officer

Council core competencies

These apply to all posts

Being customer / client focused

Working effectively with others

Managing change

Taking ownership and responsibility

Communicating effectively

Planning and decision making

These apply to posts with responsibility for managing people or resources

Leading others

Managing performance and developing others

Political sensitivity

Person specification

Category	Essential	Desirable
Experience	- Experience in developing, co-ordinating and delivering training - Experience of delivering improvement in the public sector or an equivalent sector - Experience of successfully managing projects - Experience in developing training schedules in consultation with staff and managers that ensure staff training requirements are balanced against operational needs - Experience of delivering effective financial management and efficiency - Experience responding appropriately to enquiries and using initiative to identify and take action or escalate issues when appropriate	- Experience of contract procurement in the public sector or similar - Experience in contract management

Knowledge, skills and understanding	• Demonstrable experience in delivering training courses and programmes and an understanding of e-learning techniques, and where relevant, be involved in the creation and/or delivery of e-learning packages • Ability to write reports and undertake analysis and commentary on business performance. • Strong communication, organisational and problem-solving skills • Ability to analyse and interpret a wide range of data to evaluate project effectiveness and the achievement of planned outcomes and benefits. • A comprehensive understanding of Health and Safety and Policy related legislation relating to relevant Departments • Knowledgeable in the procurement process; writing specifications, evaluating and day to day management of contracts. • Able to develop and maintain positive professional relationships with a wide variety of stakeholders and interest groups	
Qualifications and training	The post holder is qualified to degree level (SCQF 9) or has equivalent relevant experience	Relevant Professional Qualification
Job specific requirements	The postholder will be required to work outside of standard, contracted working hours on occasion based on organisational needs. This role requires a minimum of one day per week in the office, with additional on-site days depending on operational needs.	