

Loughborough College Job Description

1. Job Details

Job Title: **Learning & Development Officer**
 Competency Level: Business Support Level 3
 Job Number: **LS001HR**
 Reporting To: Senior HR Manager
 Department: Human Resources
 Annual Salary (FTE): Up to £26,122 per annum
 Date: April 2018

2. Job Purpose

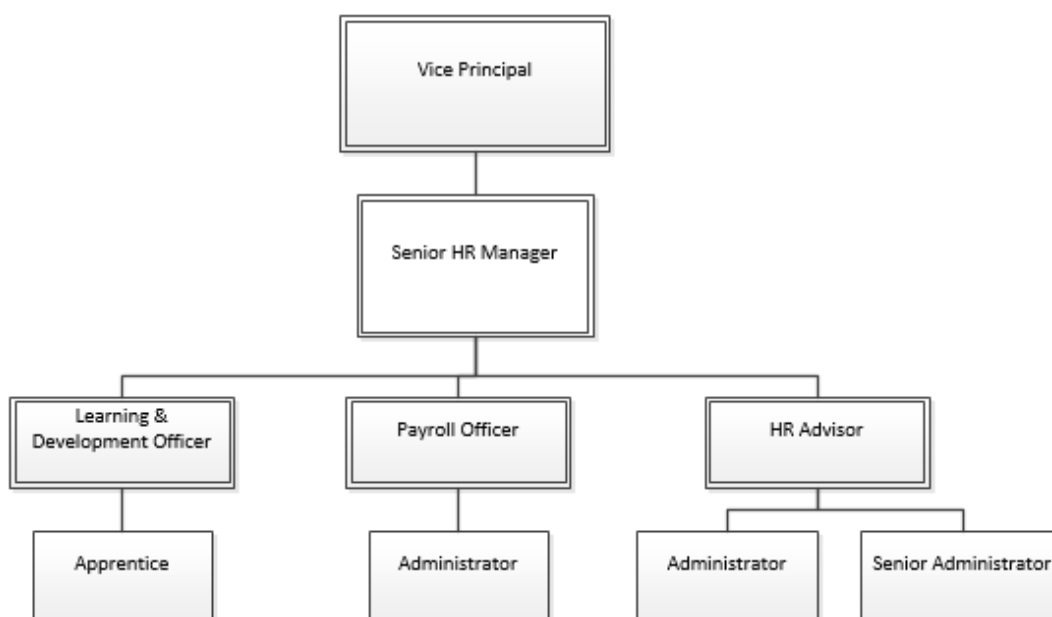
To support the Senior HR Manager with the co-ordination, planning and delivery of learning and development activities and plans across the college.

Identify development needs, design, create and deliver solutions to support employee development at all levels.

3. Dimensions

Line management of an apprentice

4. Organisation chart



5. Key Responsibilities

1. Create, design and deliver mandatory and discretionary learning and development activities using a blend of methodologies to support employee development and career progression.
2. Support the Senior HR Manager with the development of the college learning and development plan and work with individual managers to develop associated departmental plans.
3. Conduct regular training needs analysis in order to determine appropriate learning and development solutions to assist the achievement of college objectives.
4. Identify and assess learning & development needs through succession planning, appraisals and performance management analysis.
5. Undertake evaluation of all L&D interventions.
6. Work closely with managers and the Teacher Education team to ensure all relevant employees gain appropriate teaching and assessing qualifications.
7. Co-ordinate college succession planning activity.
8. Co-ordinate college feedback mechanisms including 360 degree feedback.
9. Work closely with the curriculum TLA team to effectively support the TLA strategy.
10. Research new training materials and develop a learning library to provide employees with supportive development resources.
11. Plan, organise and deliver development sessions to employees including the organisation and facilitation of college wide CPD events.
12. Develop and deliver the College welcome programme.
13. Be responsible for the support, development and line management of the Learning & Development Apprentice.
14. Work with accrediting organisations to support employees undertaking an apprenticeship in gaining qualifications and maximise Levy opportunities.
15. Develop and maintain development software systems ensuring the integrity of all learning and development data.
16. Record and collate learning and development information to demonstrate progress against KPI targets and strategic objectives.
17. Keep up to date with current thinking on training practice and methods
18. Support the wider HR team with adhoc projects and tasks.

6. Key Result Areas

Action	Result
Develop and deliver mandatory and discretionary learning and development activities	Employees are equipped with the required skills to fulfil their roles and potential
Work closely with managers and the Teacher Education team to	Employees gain appropriate teaching and assessing qualifications leading to a quality teaching provision
Develop a learning library	Employees have a blend of supportive development resources to improve their skills and knowledge
Develop and maintain development software systems	The college has confidence in the integrity of learning and development data and can effectively analyse the information

7. Key Working Relationships and Communications

Internal: All employees, managers and the Executive

External: Training providers, software providers, statutory bodies

8. Scope for Impact

Not applicable

9. Competency profile

The following profile is a description of the required competencies of the role:

Competency	Descriptor	Competency	Descriptor
Accountable - <i>We have full ownership for our actions, thinking through our decisions and taking responsibility for the outcomes.</i>	Takes ownership for own development, supports that of others and develops beyond own role. Works efficiently; makes best use of the College's resources. Manages and improves health, safety and wellbeing of team; team or department comply fully with College policies.	Entrepreneurial - <i>We think outside the box, exploiting technology and providing opportunities using our initiative and creativity.</i>	Looks for opportunities to do own job better; puts forward ideas. Always considers longer term impact of own tasks. You try new approaches and are not tied down by the existing ways of doing things. You understand how your tasks fit into achieving the College's outcomes.
Agile - <i>We are flexible and responsive in all that we do and demonstrate adaptability towards new challenges and changing environments.</i>	Supports change and supports colleagues in adapting to change. Uses a structured and collaborative approach to solving problems in own and related work areas. Reaches clear, definite and timely decisions based on thorough understanding of the facts and an eye to their practical implications. Multi-tasks and consistently delivers own and team objectives on time and to standard. Anticipates customer needs; prevents poor service; delivers consistently high quality service. Has an awareness of the different forms of digital content, tools and technologies that can meet specific needs of the role and understand the benefits and limitations.	Inspiring - <i>We are passionate and positive about what we do, creating challenging and motivational environments where everyone grows and succeeds.</i>	Brings leadership qualities to supervisory skills; inspires others to be their best. Communicates with impact and sophistication; adapts style and uses varied media to meet different audience needs. You include people in deciding actions and processes so that they feel personally connected to the accomplishment of goals.
Engaging - <i>We are focussed on building relationships, using clear communication to ensure everyone participates and feels part of the College.</i>	Effectively manages team to deliver a service, providing clear direction and support. Increases employee engagement. Communicates with accuracy; enables mutual understanding; confident presenter. You recognise others' strengths and weaknesses; you support them where there are shortcomings, and leverage their strengths so that your team achieves desired outcomes.	Integrity - <i>We are open, honest and transparent in our work, behaving professionally and ethically at all times</i>	Informs and promotes subject area convincingly; is an ambassador for the College's activities. Demonstrates social awareness; manages relationships; influences people and events. Is widely regarded as empathetic. Improves diversity, equality and inclusion in own area; challenges inappropriate behaviours. Understands self and others; communicates with sensitivity; handles difficult people and events effectively.

10. Knowledge, Skills and Experience (Person Specification)

QUALIFICATIONS		ESSENTIAL	DESIRABLE	HOW ASSESSED
1.	CIPD Level 5 Diploma in Learning & Development (or equivalent), or willing to work towards		•	Application/ Certificates
2.	Recognised training qualification	•		Application/ Certificates
3.	Possess qualifications in Maths and English Levels 4-9 (GCSE A-C) or equivalent	•		Application/ Certificates
EXPERIENCE				
4.	Significant experience within a generalist Learning & Development role	•		Application/ Interview
5.	Delivering a learning & development service within an educational environment		•	Application/ Interview
6.	Developing a wide range of learning materials	•		Application/ Interview
7.	Producing and monitoring learning and development plans	•		Interview
8.	Conducting training needs analysis and producing associated development plans	•		Application
9.	Delivering a variety of learning opportunities to a wide range of employees	•		Application/ Interview
10.	Co-ordinating succession planning activities		•	Interview
11.	Producing a variety of meaningful learning and development metrics	•		Application/ Interview
SKILLS & KNOWLEDGE				
12.	Excellent training delivery skills	•		Assessment
13.	Ability to manage multiple projects and stakeholders effectively	•		Application
14.	Strong written and oral communication skills	•		Application/ Interview/ Assessment
15.	Excellent planning, administration and organisational skills	•		Application/ Interview/ Assessment
BEHAVIOURS				
16.	Demonstrate a commitment to equal opportunities, diversity and inclusion	•		Interview
17.	Awareness of safeguarding and child protection regulations and requirements, ensuring the protection and wellbeing of our students	•		Interview
18.	Demonstrate strong levels of professionalism and confidentiality	•		Interview

Notes

1. A satisfactory Enhanced Disclosure & Barring Service check is required for this post. Loughborough College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
2. Loughborough College retains the right as a condition of your employment to require you to undertake such other duties as may be expected of you in the post mentioned above, or in a similar post within the College.
3. This job description and person specification was prepared in April 2018 and may be amended in light of changing circumstances following discussion with the post holder.

11. Job Description Agreement

Job Holder Signature		Date	
Manager Signature		Date	