

Learning & Development Adviser (Maternity cover)

Job Ref: REQ240464

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

Job Description

Job Grade

Management and Specialist Grade 6

Job Purpose

As a key member of the Organisational Development & Strategic Change function, you will be responsible for supporting a range of Learning & Development related projects and interventions that focus on the development of skills, knowledge and behaviours of staff, managers, and leaders to underpin positive cultural change.

You will help to design, deliver and evaluate a comprehensive programme of development opportunities, events and resources all of which are delivered in a blended way that meets the needs of staff.

Job Duties

1. To support the delivery of a range of strategic learning & development projects that together help to realise the strategic ambitions of the University.
2. To be responsible for a range of themes (e.g. EDI, coaching, management) within the learning and development open programme, including responsibility for the design, delivery and evaluation of workshops and events on these themes and contributing to the delivery of other themes.
3. To contribute to the achievement of the University's mandatory training policy by supporting the design and development of key training sessions to ensure they remain fit for purpose and that staff engage fully.
4. To organise learning and development and EDI-related events, conferences and networks that align to the nationally and locally recognised events and that help contribute to strategic objectives.
5. To work collaboratively with others to provide and showcase a comprehensive learning and development provision for all academic, research and professional services staff.
6. To develop effective resources for use by staff wishing to develop their skills and competences and to maintain effective content on the Organisational Development Hub website.
7. To support the implementation, co-ordination and operation of the University's key talent management/ career development schemes
8. To support the development of presentations and reports that highlight the impact of learning & development at Loughborough University.
9. To provide bespoke facilitation support to departments, schools and teams where the need is not best met by the open programme or centralised support.

10. To support with effective organisational learning needs analysis processes to determine the collective learning & development priorities for the year ahead, and to work with individuals to determine their personal development needs
11. To design and review effective evaluation processes that help to demonstrate the value added by the service and specific activity that individuals and teams have engaged with.
12. To provide coaching and mentoring as appropriate
13. Other appropriate learning and development activities that support the achievement of the University Strategy.

Points To Note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Special Conditions

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equity & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equity & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Belonging and Inclusion and, where appropriate, Recruitment and Selection.

Organisational Responsibility

Reports to the Learning and Development Manager

Person Specification

Essential Criteria

Area	Criteria	Stage
Experience	Experience of working in a learning and development role providing advice and guidance on learning and development needs	1,3
	Experience of supporting learning & development projects to deliver successful outcomes	1,2,3
	Experience of designing and delivering training events, workshops, online training and seminars on a range of topics	1,3
	Previous experience of identifying learning and development needs at organisational, team and individual levels	1,3
Skills and abilities	Strong facilitation skills to be able to manage both large and small groups of people	1,2,3
	Effective written and oral communication, and presentation skills to be able to engage diverse groups of staff	1,2,3
	Proven ability to design, implement and deliver innovative and creative approaches to Learning & Development as part of an organisational development approach	1,3
	A strong understanding of organisational development and the role of Learning & Development as part of a holistic approach	1,3
	Strong understanding of Equity, Diversity and Inclusion and ability to embed this appropriately and effectively in all development opportunities	1,2,3
	Able to form and maintain effective working relationships at all levels	3
	Flexible and responsive approach, able to adapt to the changing environment	1,3
	Ability to work as part of a team as well as independently and on own initiative	3
	Effective user of Microsoft applications e.g. Word; Powerpoint, Teams, and Outlook and relevant technologies to deliver online content	1,2
	Excellent organisational skills with the ability to prioritise tasks and workload	3
	Good interpersonal and communication skills, both written and verbal	2,3
	Tact and diplomacy and ability to deal with sensitive issues	3
Qualifications	Degree or equivalent work experience	1
	Maths and English GCSE C (Level 4) or equivalent	1
Other	Evidence of (CPD) continuing personal development	1

Desirable Criteria

Qualifications	Membership of CIPD	1
	Coaching qualification	1
Training	Evidence of having undertaken training relevant to the role e.g., project management training, diagnostic tools	1

Conditions of Service

The position is full time and fixed-term - maternity cover for up to 12 months. Salary will be on Management and Specialist Grade 6, salary band £33,966 - £44,263 per annum, at a starting salary to be confirmed on offer of appointment. The appointment will be subject to the University's normal Terms and Conditions of Employment for Operational and Administrative staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>.

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>