

Learning & Development Adviser (Maternity Cover)

Job Ref: REQ250796

Full time, Fixed term contract for 9 months or earlier return of the post holder

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.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

You will design, deliver and evaluate a comprehensive programme of development opportunities, events and online 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 and development projects that together help to realise the strategic ambitions of the University.
2. To be responsible for a range of themes (e.g. coaching, wellbeing, management) within the learning and development programme, including responsibility for the design, delivery and evaluation of workshops and events
3. To organise learning and development events, conferences and networks that contribute to organisational strategic objectives.
4. 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 colleagues engage fully.
5. To be responsible for identifying opportunities and implementing a successful pathway for colleagues wishing to develop their skills via external, funded support routes (e.g. via management and leadership apprenticeships)
6. To work collaboratively with others to provide and showcase a comprehensive learning and development provision for all academic, research and professional services staff.
7. To develop pragmatic and innovative online learning resources for colleagues wishing to develop their skills and knowledge, and maintain effective content on the Organisational Development Hub and dedicated programme resource areas
8. To support the implementation, co-ordination and operation of the University's key talent management/ career development schemes, working closely with the L&D Talent Lead to support the Universities Graduate Management Trainee scheme

9. To support the development of presentations and reports that highlight the impact of learning and development at Loughborough University.
10. To provide bespoke facilitation support to departments, schools and teams where the need is not best met by the open programme or centralised support.
11. To support organisational learning needs analysis to determine the collective learning and development priorities for the year ahead, and to work with individuals to determine their personal development needs.
12. 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.
13. To provide coaching and mentoring as appropriate.
14. 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 & Development Project Lead

Person Specification

Essential Criteria

| Area | Criteria | Stage |
|----------------------|--|-------|
| Experience | Experience of working in a learning and development role, providing guidance and solutions on learning and development needs | 1,3 |
| | Experience of supporting organisational learning and development interventions and strategic projects | 1,2,3 |
| | Experience of designing and delivering innovative and creative training events, workshops, online modules and seminars on a broad range of topics | 1,3 |
| Skills and abilities | A passion for learning and development, coupled with strong facilitation skills to be able to engage both large and small groups of people both in person and online | 1,2,3 |
| | Creative thinker, open to exploring new learning theories and experiential learning techniques | 1,2,3 |
| | A strong understanding of organisational development and the role of Learning and 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 activity | 1,2,3 |
| | Able to form and maintain strong, collaborative working relationships at all levels | 3 |
| | Flexible and agile approach, able to adapt quickly to the changing needs of the organisation | 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 design and 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 | Relevant work experience or Degree | 1 |
| | Maths and English GCSE C (Level 4) or equivalent | 1 |

Desirable Criteria

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|----------------|--|---|
| Experience | Experience of working with SharePoint, Powtoons, Articulate or any other creative, e-learning tools | 1 |
| | Experience in developing and supporting workplace wellbeing initiatives | 1 |
| Qualifications | Coaching qualification or relevant experience | 1 |
| Training | Evidence of having undertaken training relevant to the role e.g., project management training, diagnostic tools such as Insights, Belbin, DISC etc | 1 |

Conditions of Service

The position is full time and open ended. Salary will be on Management and Specialist Grade 6. The appointment will be subject to the University's normal Terms and Conditions of Employment for Management and Specialist 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/>