

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Resources	Job Ref Number: 02922
Service Area: HR	Grade: 8

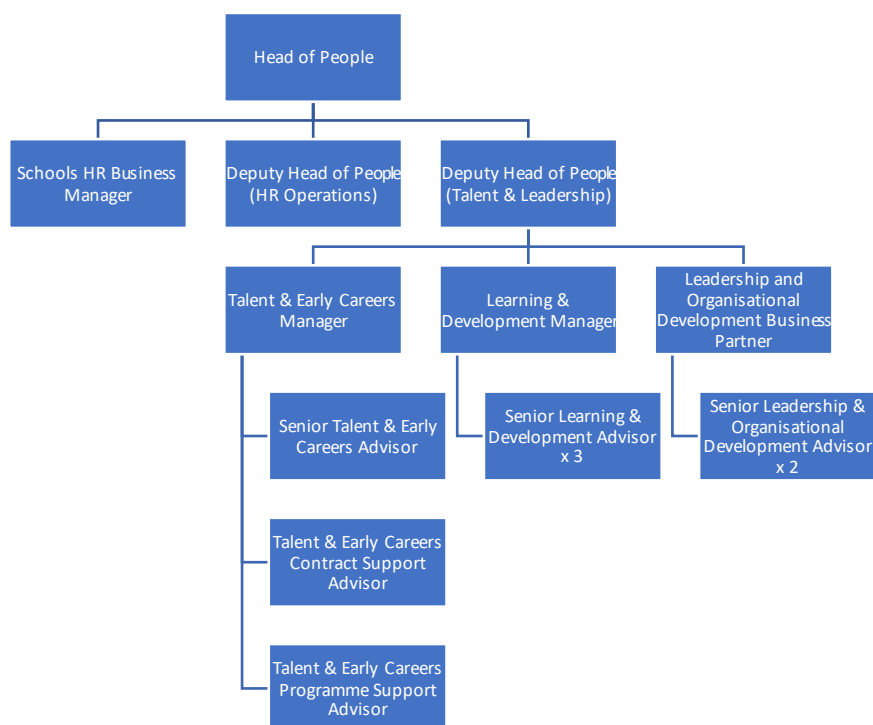
Job Title: Senior Learning and Development Advisor

PURPOSE OF JOB:

Reporting to the Learning and Development Manager, you will be responsible for the design and delivery of all learning and development activities for colleagues and managers, including digital resources, e-learning programmes, online and in-person events. You will support the development of internal coaches and running of the Coaching Pool and contribute to the day-to-day development and management of the Learning Management System (LMS) ensuring productive and proactive relationships with workforce development leads across all areas of the organisation.

It is essential that an excellent experience is provided to all learners throughout all learning design and delivery, and the postholder will work on projects that ensure continuous improvements, governance and compliance to outstanding standards. In addition, the postholder will play a proactive role in delivering a dynamic, effective learning and development function, ensuring the delivery of professional development and best practice learning to a high standard.

TEAM STRUCTURE:



MAIN DUTIES:	
1	Develop, design, and deliver high-quality, innovative blended learning solutions, incorporating digital, online and in-person methods, and self-directed learning resources. Create and maintain the Council's Management Development Programmes for new and existing managers, as well as Induction Programmes, ensuring all learning is effective, relevant, and meets the needs of employees, managers, and the organisation.
2	Act as a deputy for the Learning & Development Manager, attending management and senior management meetings to contribute and advise on strategies, data and other matters related to learning and development. Manage the workload and resource allocation of the team in the absence of the Learning and Development Manager.
3	Support an environment that encourages innovation and challenges working practices, enabling learners to reach their full potential while meeting Council objectives. Design and deliver engaging learning solutions, including digital, online and in-person interventions, and digital resources (e.g. videos, blogs, vlogs, e-learning etc), aligned with the Corporate Plan and People Strategy, to ensure employees develop the behaviours, knowledge, and skills required to meet and exceed performance standards.
4	Support and advise internal and external customers, including subject matter experts, managers and colleagues, in defining and prioritising business requirements. Facilitate the design, delivery, and evaluation of effective and efficient learning solutions. Provide constructive challenge, using influence and persuasion to explore options, test assumptions, whilst applying a coaching approach and support the implementation of the most appropriate solutions.
5	Develop, design, and deliver qualification programmes up to Level 5, including ILM qualifications in Leadership and Management, and Coaching and Mentoring, using a blended learning approach. Assess and mark learner work, including activities, assignments, and portfolios, ensuring standards are met and progress is effectively monitored
6	Develop, design, and deliver bespoke blended learning and development interventions tailored to the specific requirements of internal and external customers. This includes consulting with stakeholders to identify needs and creating targeted digital, online, and in-person learning solutions to address defined outcomes.
7	Apply adult learning theories and principles of andragogy to design and deliver effective, engaging, and fit-for-purpose learning solutions. Ensure employees are supported to maximise their development, retain knowledge, and apply learning effectively in the workplace.
8	Develop, design, and facilitate robust evaluation and assessment processes to ensure learning is effective, meets learner needs, and is delivered efficiently. Monitor impact and outcomes to demonstrate value for money and return on investment for the organisation.
9	Advise on and support the procurement of the Learning Management System (LMS), ensuring it meets organisational requirements and is fit for purpose. Oversee and monitor the LMS contract, maintaining strong relationships with the supplier and engaging effectively with internal stakeholders to ensure optimal system performance and value.
10	Identify potential risks and issues related to the design and delivery of learning solutions and develop and implement appropriate mitigation strategies. Monitor and manage risks throughout delivery to ensure learning outcomes are achieved effectively and with minimal disruption.
11	Advise on and undertake capability assessments and learning needs analysis as required, identifying organisational, team, and individual skills gaps. Use insights to inform the design of targeted learning and development interventions that support performance improvement and organisational objectives.

12	Be proactive and horizon scan for industry and sector information/research that helps ensure the Council leads the way in all matters learning and development related. Actively encourage process improvements and transformations and take part in projects to achieve this, being a subject matter expert for the wider HR team and organisation on such projects. Lead on new technology developments that could leverage cost savings, greater efficiencies or enhanced learner experience.
13	Proactively develop and manage professional and collaborative relationships with customers across the Council, including individual learners, subject matter experts, managers, colleagues, peers and any other internal and external stakeholders, partner organisations or suppliers.
14	Support learners through creative and engaging approaches to overcome resistance to new ways of working and learning. Promote positive engagement and support individuals to adapt, ensuring successful adoption across the organisation.
15	Collaborate with colleagues within the Learning and Development Team and the wider specialist HR teams particularly to support any transformation projects from a learning and development perspective and to ensure a link to strategic workforce deliverables and projects.
16	Demonstrate a clear understanding of data and analytics with an ability to report on and show the impact and return of investment of the learning undertaken as well as make strategic recommendations based on the data linked to wider strategic workforce planning.
17	Understand and apply Data Protection and Freedom of Information principles to promote good practice in the use of personal and sensitive information with the Council's learning data and systems, and be responsible for the data integrity of all learners' data recorded.
18	Provide regular reports and analysis to monitor and evaluate the effectiveness of internal and external learning by maintaining and reviewing learning and development data at both organisational and individual levels. Work closely with internal and external stakeholders, including subject matter experts and workforce leads, to ensure accurate reporting and continuous improvement.
19	Support the Learning & Development Manager with the day-to-day running of the Coaching Pool, including providing coaching CPD and supervision where appropriate.
20	Support the Learning & Development Manager with the day-to-day running of the ILM Approved Centre, including gaining approval for ILM qualifications, engaging with external quality assurance processes, administrating learner data and reporting on learner progression.
21	Support the undertaking of psychometric testing including 360s and provide feedback to test users where appropriate.
22	Keep up to date with developments in learning and development, including emerging approaches such as social and digital learning. Identify and apply opportunities to enhance existing and new practices. Actively bring new knowledge and insights back into the workplace, embedding them into learning design and delivery to continuously improve impact.
23	Act as a visible role model for the Council's values and culture, consistently demonstrating CIPD and organisational behaviours and constructively challenging others where appropriate. Act as a trusted advisor to Senior Managers, offering credible challenge and helping to broaden their thinking on the opportunities and value of learning and development.
24	Contribute to a culture of service excellence by promoting continuous improvement. Use data, feedback, and insights to identify opportunities, mitigate risks, and inform organisational priorities.
25	Contribute to the development and review of relevant strategies and policies ensuring that managers and employees are aware of their responsibilities and able to perform to the best of their abilities.

PERSON SPECIFICATION

Requirements	Where identified *	Essential	Desirable
Experience working in learning and development including: <ul style="list-style-type: none"> the development, design and delivery of interactive and innovative blended learning solutions including digital, e-learning, online and in-person learning solutions. the development, design and delivery of diverse blended learning resources fit for purpose digital learning design and associated current technologies, incl. authoring tools 	A / I	x	
Level 3 Award in Education and Training or equivalent or willing to work toward	A	x	
Exceptional presentation and teaching skills with the ability to adapt to the changing demands of an audience	I / T	x	
Experience of design, build and implementation of courses in a learning management system ideally within a local government	A / I	x	
Exceptional communication skills and stakeholder management ability; comfortable working with senior leaders and/or councilors across service areas and portfolios	A / I	x	
Exceptional interpersonal skills; the ability to remain calm under pressure. Experience of influencing, advising and working in partnership with a variety of internal and external stakeholders	I	x	
Knowledge of employment law and experienced in working to enhance diversity and inclusion plans in organisations	A	x	
Ability to travel, and work within a variety of different learning environments across the county	I	x	
Ability to use and analyse data to support judgements, making recommendations which best suit colleagues and customers	A / I	x	
Excellent IT skills, including experience of using Microsoft Office, authoring tools (such as Articulate 360, Adapt, Vyond, Biteable etc.) and learning management systems	A / T	x	
Ability to self-reflect, listens, accepts and proactively seeks feedback from others and always strives to self-improve and develop	I / T	x	
Shows flexibility in thinking and is always open to new ideas and approaches and continually keeps up to speed on market developments and trends	I	x	
Thrives in a fast paced and challenging environment that sometimes requires work outside of core hours to ensure that Talent and Learning projects are delivered	I	x	
Displays high integrity around all that is confidential	I	x	
Self-motivated, with the drive and determination to work under pressure and manage priorities appropriately	I	x	
Actively supports the sharing of information and knowledge within the Learning and Development team as well as the wider organisation	I	x	
Experience of designing and delivering Leadership and Management programmes e.g. ILM, up to Level 5	A / I		x
Experience of developing strategic and innovative plans to progress early careers in the organisation	A		x

HR related degree or appropriate qualification in HR / Learning and Development (e.g. Level 5 qualification in a relevant subject) with Associate CIPD status	A		x
BPS level A/B in occupational psychometric testing	A		x
Level 5 qualification or equivalent in Coaching and Mentoring	A		x
Assessor qualification	A		x
Digital Learning qualification	A		x

*A = Application form T = Test/Assessment I = Interview P = Presentation

GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the [Vision and values – Lincolnshire County Council](#) and to carry out the duties in accordance with Lincolnshire County Council policies.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.