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| **Job title** | Learning and Development Advisor |
| **Department** | Human Resources |
| **Responsible to** | Learning and Development Manager |
| **Responsible for** | NA |

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| **Job Purpose:**  To support the development of staff through various learning and development initiatives. Contribute to the design, delivery, and evaluation of training programs and initiatives to meet organisational and individual needs. |
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| **Main Duties and Responsibilities:** |
| **Support the analysis of high-performance development needs and drive commitment to personal development**   * Work with the L&D Manager to engage business leaders and managers to identify training needs and trends within the business * Drive management responsibility with supporting learning events via pre-course briefings and post course opportunity for colleagues to implement learning * Support in the creation of processes and procedures to support the delivery of effective learning * Support in the development and delivery of professional learning and career pathways * Identify best practice to improve the range of development interventions and technologies used   **Contribute to the design and delivery of development interventions and support with agreed individual and department development requirements**   * Define department needs and create recommended approaches ensuring buy in and engagement to plans * Work with operational stakeholders to understand needs, effectively scoping and project managing implementations * Support with the designing and delivery of training interventions * Identify and engage external suppliers where appropriate to support the delivery of development * Utilise technology and the Story Learning Portal to enhance the learning experience * Embed career paths to aid colleagues understanding of how to progress and support available   **Support the businesses drive for continuous professional development of our workforce**   * Support the design and implementation of future apprenticeship/trainee/graduate schemes ensuring the career pathway development of talent in the business * Monitor and support colleagues undertaking professional development qualifications to ensure completion of study and opportunity to implement learning   **Evaluate development activities to an agreed standard to demonstrate return on investment, behaviour and performance changes**   * Identify specific return on investment measures, either quantitative or qualitative, as an outcome of development initiatives * Collate and record all evaluation forms to ensure tracking and production of management information   **Other**   * Work in collaboration with the wider HR team with projects and initiatives such as developing career pathways, staff engagement, performance matters, etc. * Work towards and meet internal KPI targets * Help ensure the organisation is legally compliant and avoidance of risk * Manage and review learning portal content alongside colleagues, ensuring information is up to date, is user focused and easy to navigate * Any other duties deemed applicable |

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| **Key Attributes** | Core:   * High level organisational skills with excellent questioning, coaching and listening skills * Experience of designing, presenting and facilitating workshops or training and development activities * Excellent communication and relationship management skills * Experience of, or the ability to work with senior managers within an organisation * Excellent presentation skills * Working to tight deadlines * Attention to detail * Commitment to personal development * High standards and values * Ability to travel and occasional overnight stays |
| Desirable:   * Background in housebuilding or experience of working in a fast-paced business experiencing significant growth * Project management experience * Knowledge of apprenticeship levy and experience of managing apprenticeship programmes * Experience of e-learning design and implementation |
| **Qualifications/**  **Experience** | Core:   * Proven understanding of key learning and development models and theories * Experience of working in a human resource or learning and development function/team * Experience of designing and delivering training or presentations in an employment setting to a range of delegates * Full valid driving licence |
| Desirable:   * CIPD L3 or an equivalent professional qualification |

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| **Name of Employee** |  | | |
| **Employee Signature** |  | **Date** |  |
| **Line Manager Signature** |  | **Date** |  |

I*t is a requirement of Story Homes that all staff work in a flexible manner compatible with their job and in line with the objectives of the company. Please note that the job description for this position may be reviewed and amended to incorporate the future needs of the business.*