

## **JOB DESCRIPTION**

**Job Title:** Learning and Development Manager

**Department:** People Services

**Reporting to:** Director of People & Culture

**Responsible for:** Learning & Development Business Partner

**Contractual office Base:** Saxongate, Huntingdon

**Job Role Type:** Hybrid working, with working from Trust and other locations as needed for effective delivery of the role.

**Main Job Function:** To lead on and continue to develop and deliver a comprehensive learning and development offering for all staff, including mandatory and regulatory training requirements, career development paths, induction, talent management and leadership development programmes, to support the delivery of great services to our customers. To provide supportive and effective line management to the Learning & Development Business Partner.

## **Main Duties:**

### **Learning development, design and delivery**

- Identify, design and/or deliver mandatory and regulatory training requirements for all areas, collaborating with colleagues and external providers as needed to deliver high quality training and learning in support the delivery of great services to our customers.
- Lead on an organisational skills audit as part of future workforce planning activities.
- Review minimum training requirements for each role on an annual basis or in response to regulatory/other changes as required.
- Develop and embed career development paths for key roles and an attractive qualification offering to support retention and personal development.
- Develop and deliver an effective, forward thinking leadership development programme for existing and aspiring managers.
- Deliver a meaningful and inspiring organisational induction programme, reviewing the content on a regular, and at least, annual basis.
- Develop a talent management approach, which is transparent and inclusive and supports development in key skills areas for the future.
- Lead for organisation on Oliver McGowan Learning Disability and Autism Awareness training.

- With the People Services Team, maintain up to date records on our Learning Management System to reflect all training requirements and completion of training.
- Oversee our Apprenticeship Levy, ensuring funds are fully and effectively utilised to grow our apprenticeship offering and support staff to gain professional qualifications.
- Working with others, produce an annual Learning & Development brochure and calendar, promoting learning opportunities to all staff.
- Working with the Volunteer Manager design and deliver an effective volunteer induction programme.
- Design and deliver training modules as identified by the organisation, working with colleagues and external providers as required
- Delivery of our Equality, Diversity and Inclusion programme for all staff, developing content as required.
- Review of existing training material as required, ensuring all content is current and inclusive.

### **Budget Management**

- Contract manager for our Learning Management System, liaising with the supplier on a regular basis to fully utilise the system.

- Participate in budget setting, forecasting and regular budget reviews, ensuring learning and development activities are delivered to budget

### **Team Management**

- Provide line management support and leadership to the Learning & Development Business Partner, completing regular 121s and performance reviews as per our policy.

### **Internal and External relationships**

- Participate in external Learning & Development Networks, such as VoDG, applying any best practice shared.
- Participate in external Oliver McGowen Mandatory Learning Disability and Autism Awareness Networks to develop understanding of the requirements and implement best practice.
- Participate in internal groups as required to ensure learning and development requirements and developments are considered as part of project planning and budget requirements
- Undertake internal investigations as required in support of a learning from mistakes approach to issues identified.

### **Safeguarding**

- To safeguard the health, well-being, and safety of the customers we work with, some of whom may be classed as vulnerable people or adults at risk. In the event of a risk to a customer becoming apparent or if concerns arise about a vulnerable person's welfare, to immediately report these concerns in line with the appropriate policy and procedure.

### **Health and safety**

- To lead health and safety within your team setting clear examples of good practice, ensuring they report accidents and near misses.
- Work within the organisations health and safety policies and procedures
- Be responsible for your own safety reporting any accidents or near misses to your Line Manager
- Highlight any concerns over equipment, processes or activities whether in house or by contractors or others to your Line Manager
- When working in an office report any defects to your Line Manager
- Report any safeguarding concerns to your Line Manager

In addition to these responsibilities, employees are required to carry out such other duties as may reasonably be required.

## PERSON SPECIFICATION

<b>Job Title: Learning &amp; Development Manager</b>	<b>Essential/ Desirable</b>
<b>Values</b>	
A personal affinity with the mission and values of The Papworth Trust, and a commitment to the strategic outcomes of the charity.	Desirable
An understanding of the social model of disability. Understanding of and/or empathy for the impact that disability might have on the individual and the people around them.	Desirable
A passion for equality and social change	Desirable
<b>Knowledge and experience</b>	
Significant experience of the commission, design, delivery and evaluation of a range of learning programmes, using blended learning approaches	Essential
Experience of designing, delivering and evaluating Leadership Development programmes	Essential
Design of a range of training and development programmes for roles within regulatory environments – eg Housing, Health & Social Care	Desirable
Experience of designing, delivering and evaluating Leadership Development programmes	Essential
Knowledge of and/or experience in the delivery of Oliver McGowan Mandatory Learning Disability and Autism Training	Desirable
Up to date knowledge of effective approaches to learning and development	Essential
Experience in organisational training needs analysis; identifying and delivering solutions to address needs	Essential
Supportive and effective Line Management experience	Desirable
<b>Skills &amp; Abilities:</b>	
Organisational – effective planning and organisational skills, time management skills and ability to manage multiple deadlines	Essential
Excellent communication and interpersonal skills with the ability to influence at all levels	Essential
Good project management skills	Essential
Able to build positive and trusted relationships with colleagues across the organisation	Essential
Ability to work effectively with others and independently as required	Essential

Strong reporting, presentation and facilitation skills	Essential
Confident in presenting reports and recommendations to a range of stakeholders, using evidence and information collated	Desirable
Good IT skills, Word, Outlook, Excel, Powerpoint	Essential
Some knowledge of digital learning content design	Essential
<b>Education training and qualifications:</b>	
A relevant training qualification	Desirable
<b>Other requirements of the role</b>	
Able to travel to meetings and training as required.	Essential

Please note a Disclosure and Barring Service (DBS) Enhanced Check is required for this role.

**Date of Description:** October 2023

**Job Description Ref:** Learning & Development Manager

**Prepared By:** Director of People and Culture