

## Job Description

**Job title: Learning and Development Advisor**

**Faculty/Directorate: People Services**

**Grade: E Role profile: SME1**

**20 hours per week Permanent**

	Duties of the role
<b>Overall purpose of the role</b>	<p>Reporting to the Learning and Organisational Development Manager, the post holder will be responsible for facilitating learning and development activity for DMU staff.</p> <p>This includes supporting staff enrolled on apprenticeship programmes, conducting learning needs analysis, designing, facilitating and implementing learning interventions.</p>
<b>Main duties and responsibilities</b>	<p>Identify and analyse learning needs both DMU wide and at a Faculty and Directorate level to inform decisions aligned to learning and development activity.</p> <p>Co-ordinate, lead and facilitate learning and development events and workshops, from design to delivery, to ensure a high-quality learning and development provision is in place.</p> <p>Curate and design learning and development content to support both blended learning and self-directed learning so that staff can access 'in the moment' learning resources.</p> <p>Provide advice and guidance to staff and line managers on apprenticeship opportunities to support the effective utilisation of the Apprenticeship Levy at DMU.</p> <p>Hold regular progress meetings with staff enrolled on an apprenticeship programme, providing guidance and identifying support where needed to ensure staff achieve the desired learning outcomes and remain on the programme.</p> <p>Build an apprenticeship community and arrange internal learning events to share best practice amongst apprentices and their line managers</p> <p>Regularly liaise with internal subject matter experts across DMU to review and update essential training content, ensuring it remains up to date with</p>

## Duties of the role

DMU policy, process and best practice, as well as external regulatory requirements.

Regularly monitor and analyse staff completion of essential training suggesting remedial action where compliance needs to increase to ensure DMU remains compliant with internal and external regulatory requirements.

Identify methods of evaluation of learning and development activity and implement evaluation approaches to ensure provision is fit for purpose, sustainable and is of high quality.

Contribute to reports and papers to be shared with a range of audience to both update and engage on learning and development and apprenticeship matters.

Coach and mentor more junior colleagues in the team to support a holistic approach to learning and development activity

Perform any other duties commensurate with the job grade as reasonably required from time to time.

Treat all DMU staff, students, contractors and visitors with dignity and respect. Provide a service that complies with the Equality Act 2010, eliminating unlawful discrimination, advancing equality of opportunity and fostering good relations with particular attention to the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief (or none), sex and sexual orientation.

The post holder is required to minimise environmental impact in the performance of the role, seek to promote environmental sustainability within area of responsibility and actively contribute to the delivery of the DMU Environmental Policy.

## Person Specification

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Area of responsibility	Requirements	Essential or desirable		*Method of assessment			
				A	I	T	D
<b>Technical</b>	Experience of working in a similar Learning and Development role	Essential		x			
	Relevant qualification(s) in learning and development or equivalent experience		Desirable	X			X
	Designed, implemented and evaluated learning and development initiatives based on learning needs analysis	Essential		x	X	x	
	Facilitated learning solutions to staff groups across a variety of roles and seniority levels	Essential		X	X	X	
	Experience in implementing blended learning solutions	Essential		X	X		
	Comprehensive knowledge of learning approaches and learning styles	Essential		X	X		
	Experience of supporting and/or co ordinating apprenticeship provision		Desirable	X	X		
	Has conducted learning progress reviews with individuals		Desirable	X	X		
	Has worked in the HE sector		Desirable	X	X		
<b>Performance Management</b>	Has delivered learning solutions within budget allocated	Essential		x	x		
	Ability to effectively plan, prioritise, and manage several projects simultaneously	Essential		x	x		
<b>Customer Service</b>	Demonstrable commitment to excellent customer service and communication	Essential		x	x	x	
	Ability to suggest new and innovative solutions to improve learning and development service delivery and staff experience	Essential		x	x	x	
	Can adapt style and approach to audience						
<b>Personal Effectiveness</b>	Proficient in the use of Microsoft Office packages and an ability to quickly learn and adapt to new software/ systems	Essential		x	x		

Area of responsibility	Requirements	Essential or desirable	*Method of assessment			
			A	I	T	D
	Ability to interpret and analyse data and metrics and to translate this into meaningful reports and presentations	Essential	x	x		
	Sensitive to a diverse range of staff and customer needs	Essential	x	x		
	Has an experiential facilitation style, putting the learner at the centre of learning interventions	Essential	X	X		