

# Job Description and Person Specification

Role: Corporate Learning and Development Advisor



## Job Description

<b>Job Title</b>	Corporate Learning and Development Advisor
<b>Grade</b>	7
<b>Service</b>	Human Resources
<b>Reports to</b>	Corporate Learning and Development Lead
<b>Location</b>	One Friargate and Remote Working
<b>Job Evaluation Code</b>	S8045S



## About Coventry City Council

**Who we are:** At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

**Our aim is simple** – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

**Our Values:** We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



## About the Service your team will provide

### Purpose of the role

A key focus of the role will be to develop, deliver and evaluate a range of corporate learning and development programmes, processes and interventions to support the delivery of the Council's People Plan. Key responsibilities of the role will be to lead on the implementation of effective strategies to ensure there is organisational compliance in areas such as Induction and Corporate Statutory and Mandatory training. In addition, you will be required to ensure that our Corporate Learning and Development Offer which includes our Leadership and Management Development Programmes are delivered. The role will be part of the wider People and Culture team ensuring that learning and development is delivered to meet our organisational and performance objectives.

## Main Duties & Key Accountabilities

### Core Knowledge

- Design, deliver, implement and evaluate a range of corporate development programmes, organisational and learning and development solutions to support organisational change initiatives across the Council.
- Ensure that every intervention has clear business and organisationally focused aims, aligned with the Council's People Plan and the Council's commitment to diversity, equity and inclusion and enables robust evaluation of its effectiveness, and measurement of value for money.
- Have strategic oversight of the development and implementation of a robust process to ensure organisational compliance in areas such as: Corporate Statutory and Mandatory training, Induction and Appraisals.
- Ensure that any training content is free from bias and reflects and represents the diversity of participants.
- Ensure that there is a focus on inclusion when commissioning corporate training programmes and for any specialist commissioned work.
- Work collaboratively with team members, HR colleagues, internal and external stakeholders to identify skills gaps and training and development needs across the Council, using a range of organisational development tools and techniques.
- Commission external providers, to deliver Corporate Learning and Development interventions through the compliance of the Council's procurement process.
- Develop, and manage corporate learning initiatives such as the: Corporate Learning and Development Offer, Leadership and Management Development Programmes and e-learning courses.
- Analyse the outcomes of appraisals and work with People and Culture Team colleagues to identify the development needs to improve the positive impact and progression for employees. To strengthen the impact of using performance management processes across the organisation
- Work in collaboration with stakeholders to identify and manage the training delivery and commissioning of training across specialist service areas.

- Support the Corporate L&D Lead with the production of an annual evaluation report on all learning and development delivered across the organisation.
- Manage and monitor attendance and record keeping of all corporate development to ensure that they are recorded and evaluated using Diversity and Inclusion data, to contribute to achievement of the Workforce Diversity and Inclusion Strategy.
- Undertake research and benchmarking for learning, development and e-learning and advise upon and implement changes to improve engagement.
- Assist/support/contribute to projects as required.
- Any other duties and responsibilities within the range of the salary grade.

## Key relationships

<b>External</b> Professional networks CIPD University of Warwick/Coventry External providers	<b>Internal</b> HR Services including: People & Culture Team Occupational Health, Safety and Wellbeing HR Management Information Payroll and Pensions Recruitment and Compliance Services/Directors/Managers Trade Unions ICT
--	--

## Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

### Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

### Training

The postholder must attend any training that is identified as mandatory to their role.

## Responsible for:

### Staff managed by postholder:

Not applicable

## Person specification

<b>Job Evaluation Code</b>	S8045S
<b>Knowledge</b>	
Understand how to implement a range of learning and organisational development tools, techniques and methodologies to add value within a large, complex public sector organisation.	
Understand the process of planning, designing, developing, and evaluating the impact of corporate learning and development, including e-learning and digital training.	
Understand how bias within the curriculum and learning materials can contribute and reinforce inequality.	
Up-to-date knowledge of employment and OD practices including capability and performance management, OD and Learning and Development.	
While working with employees and stakeholders, understand the political environment and the impact on Coventry communities.	
Track record and evidence of on-going professional development.	
<b>Skills and Abilities</b>	
Ability to plan, manage and support projects, effectively and balance competing and conflicting demands.	
Ability to provide constructive feedback, challenge thinking and influence outcomes to support a culture of continuous improvement.	
Strong written, presentation and oral communication skills and the ability to effectively communicate complex ideas and information to a range of audiences.	
Ability to build effective and positive working relationships with internal and external stakeholders to work collaboratively to achieve objectives.	
A commitment to people development and the organisational values and behaviours that underpins the culture of the organisation.	
Models assertive and positive approaches in handling conflict, pressure and performance issues.	
Good interpersonal and organisational skills, approachable and flexible. Takes positive action and fully utilises the diverse skills, strengths and contributions of teams, networks and partners.	
Excellent IT and digital skills in the creation and use of e-learning platforms, excel, Sharepoint, Word and Office 365 and presentation packages and other technology used by the Council.	
<b>Experience</b>	
Working across HR/OD/People and Culture teams or similar environment within a complex public sector organisation.	



Experience of the design, delivery and evaluation of learning activities to deliver service outcomes.
Delivering OD and or training interventions to a range of different audiences.
Using IT and digital skills in the creation and use of e-learning platforms, Excel, Sharepoint, Word and Office 365 and presentation packages.
Experience of delivering training interventions to participants from a range of diverse backgrounds
<b>Qualifications</b>
CIPD Qualification at Level 5 or above or willing to work towards.
Professional experience of working within a HR, Learning & an Organisational Development environment.
<b>Special Requirements</b>

<b>Date Created</b>	5 <sup>th</sup> January 2024	<b>Date Reviewed</b>	7 <sup>th</sup> February 2024
---------------------	------------------------------	----------------------	-------------------------------

