



# Job Profile comprising Job Description and Person Specification

## Job Description

<b>Job Title:</b> Learning and Development Advisor	<b>Grade:</b> SO1 to PO2
<b>Section:</b> Human Resources	<b>Directorate:</b> Resources
<b>Responsible to following manager:</b> Learning and Development Lead	<b>Responsible for following staff:</b> N/A
<b>Post Number/s:</b> RWRHR044	<b>Last review date:</b> October 2023

### Working for the Richmond/ Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Borough Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront innovation in local government and the organisation will invest in your development and ensure the opportunities for progression that only a large organisation can provide.

### Job Purpose

To design and deliver a range of learning, training and development interventions.

### Specific Duties and Responsibilities

1. To support the delivery and commissioning of a range of learning, training and development.
2. To develop specialist areas of learning, training and development.



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3. To support the provision of advice and guidance to managers and HR colleagues on all aspects of the whole Learning and Development cycle (TNA, Design, Delivery, Assessment and Evaluation).
4. To take responsibility for elements of learning interventions allocated to you, which may include administration, publicity, and evaluation, including assistance with the management of the process for internal and external courses and event bookings.
5. To maintain up to date knowledge of learning and development in order to identify and ensure best practice across the Council.
6. To provide support to other parts of HR, as necessary.

**Progression Criteria**

Progression through the grade is based on the needs of the Council and is not automatic. The need for employees working at the higher grade/s will be assessed by the relevant manager in conjunction with the Head of Human Resources. If it is established that there is a need, then the postholder will be subject to a full assessment about their ability to work at the higher level.

**Additional Criteria for progression to SO2 of the linked grade**

- To deliver or commission a range of learning, training and development interventions as allocated,
- To support others in the development of training plans,
- To support the development of the Learning and Development presence on the Loop,
- To take responsibility for all elements of learning interventions that you are responsible for.

**Additional Criteria for progression to PO1 of the linked grade**

- To deliver or commission a range of learning, training and development interventions for approximately 50% of the role,
- To work with HR Business Partners and other stakeholders on developing training plans and translating these into high quality and effective learning interventions that adds value and a positive ROI,
- To lead on the development of the Learning and Development presence on the loop and Learning and Development Hub,



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- To work in partnership with departments, external providers and other stakeholders to identify opportunities and revenue maximisation.

**Additional Criteria for progression to PO2 of the linked grade.**

- To make a significant contribution to HR wide projects including working within set timescales and assisting in the implementation of the outcome,
- To supervise apprentices and temporary members of staff,
- To support the use of management information to identify and monitor HR issues within a Learning and Development context,
- To support the development of embedding the Values and Behaviours through all learning and development activities.

**Generic Duties and Responsibilities**

- To comply with all of the Council’s Codes of Practice, including the Code of Conduct, to contribute to the continuous improvement of the Boroughs of Wandsworth and Richmond services,
- To comply with relevant Codes of Practice, including the Code of Conduct, and policies concerning data protection and health and safety,
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and work to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected,
- To understand both Council’s duties and responsibilities for safeguarding children, young people and adults as they apply to your role within the council,
- The profile is not intended to be an exhaustive list of duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role,
- To ensure that the services for both Councils are dealt with on an equitable basis to deliver the standards required for each, as agreed annually by the Executives of both Councils.



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### Person Specification

<b>Job Title: Learning and Development Advisor</b>	<b>Grade: SO1 to PO2</b>
<b>Section: Human Resources</b>	<b>Directorate: Resources</b>
<b>Responsible to following manager: Learning and Development Lead</b>	<b>Responsible for following staff:</b>  <b>N/A</b>
<b>Post Number: RWRHR043</b>	<b>Last review date: January 2022</b>

### Our Values and Behaviours

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

**Being open.** This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

**Being supportive.** This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

**Being positive.** Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a ‘can do’ attitude and are continuously looking for ways to help each other improve.

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
An understanding of the principals of adult learners	✓		A/I
An understanding of the training cycle	✓		A/I
Experience	Essential	Desirable	Assessed
Experience of designing and delivering learning using a variety of mediums	✓		A/I/T
Experience of communication with and presenting to a wide and diverse group.	✓		A/I
Experience of working effectively as part of a team	✓		A/I



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Experience of using MS Office 365 particularly Teams, SharePoint, OneDrive, Word, Excel, PowerPoint and Outlook to an intermediate/advanced level.	✓		A/T
<b>Skills</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
Ability to manage time effectively and plan and priority workload.	✓		A/I
Ability to create publicity and promotional material including; posters, news articles and, blogs.		✓	A/I
Ability to be flexible in approach to service delivery and customer service.	✓		A/I
Ability to build effective working relationships both internally & externally.	✓		A/I
	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
Willingness to study for a learning and development qualification		✓	A

**A – Application form**

**I – Interview**

**T – Test**

**C - Certificate**