

Job Title: Learning & Development Advisor

Reporting To: Head of HR

Purpose: The coordination and administration of a range of learning and development activities and projects as directed by the Senior Management Team as well as ensuring the development and maintenance of robust learning and development systems and processes.

Value

KPIs

<ul style="list-style-type: none"> To lead our employee development initiatives through hosting creative training events and training plans. 	
<ul style="list-style-type: none"> Partner with internal / external stakeholders and liaise with experts regarding training design and implementation 	

Right First Time

KPIs

<ul style="list-style-type: none"> Work with Management team to design and develop training programme 	
<ul style="list-style-type: none"> Conduct organisation-wide training needs assessment and identify skills or knowledge gaps that need to be addressed 	
<ul style="list-style-type: none"> Maintain training database system and training records 	
<ul style="list-style-type: none"> Managing annual mandatory training calendar ensuring full completion within targeted timescales 	
<ul style="list-style-type: none"> Raising of purchasing requisition orders and tracking of payment 	
<ul style="list-style-type: none"> Co-ordinating the development and of induction for all new employees, ensuring the content is reviewed and updated continually in line with feedback received 	
<ul style="list-style-type: none"> Responsibility for the coordination and delivery of a range of projects and regular training events 	

Customer Recommended

KPIs

<ul style="list-style-type: none"> Marketing available training opportunities to employees and providing necessary information 	
<ul style="list-style-type: none"> Establish and maintain positive working relationships with external training suppliers 	

Role Description

People Promise

KPIs

<ul style="list-style-type: none"> Use known education principles and stay up-to-date on new training methods and techniques 	
<ul style="list-style-type: none"> Map out annual training plans for property services by job roles and business requirements 	
<ul style="list-style-type: none"> All employees must comply with the Company Equality and Diversity Policy, ensuring that at all times behaviour is fair and non-discriminatory. 	

Safe

KPIs

<ul style="list-style-type: none"> Handle logistics for training activities including venues and equipment 	
<ul style="list-style-type: none"> All employees have a statutory duty to look after their own safety and to give due consideration for the safety of others. Employees also have specific responsibilities as set out in the Company Health and Safety Policy. 	

Technical Skills and Knowledge

Safe

People Promise

Right First Time

Value

Recommended

	Basic	Intermediate	Advanced
Experience with e-learning platforms			
Ability to produce Reports			
Ability to communicate with others verbally and in writing			
Adequate knowledge of learning management systems			
Proven ability to complete full training cycle (assess needs, plan, develop, coordinate, monitor and evaluate)			
MS Office proficiency			
Advanced organisational skills with the ability to handle multiple assignments			
Strong communication skills			
BS degree in Training, HR or related field			
Previous experience working in a fast paced, customer focussed environment			

Experience working within a learning and development / human resources function			
Experience of working with learning management systems			
Knowledge of learning and organisation development activities			