



Job Description

The Role	
Job Title: Learning & Development Advisor	Reporting to: Learning & Development Manager
Function / Org People & Culture Unit:	No. of Direct Reports: 0
Base and travel: Home Based, with some travel (tbc)	Total No of Reporting Staff: 0
Job Dimensions: 35 hrs/week, with flexible or extended hours when required.	Budget (Operating/Capital) Tbc
1. Job Purpose:	<p>The RSPCA People & Culture team has a strong people model which fundamentally supports and drives the new RSPCA Strategy throughout the whole organisation.</p> <p>The Learning and Development team sit at the heart of the P&C team to provide strong Learning and Development support to the whole organisation and drive change. The role of Learning & Development Advisor contributes in a hands-on way to the creation, delivery and embedding of the Learning & Development element of the People Strategy; acting as a 'Centre of Excellence' for the delivery of Learning & Development strategies, policies and processes.</p> <p>This role will primarily focus on supporting the design and delivery of a revised core training offering across the whole organisation. This will include supporting leadership and development training at management and senior level. This will also include supporting functions of the business with initiatives, policies & processes and placing technology at the centre of the development experience. This will be a hands-on role involving the communication, delivery and education of programmes across the organisation.</p> <p>The whole of the Learning and Development agenda will reflect modern thinking and best practice and support the culture changes that are needed across the organisation. Therefore this role will be a large contributor to transformation in the organisation.</p>

2. Principal Accountabilities:

Working closely with the Learning & Development Managers and L&D colleagues to assist in the design and delivery of:

- Leadership and Management training and development that underpins and drives the culture/transformational changes needed across the organisation, specifically meeting the Executive target to deliver a standard management development programme across the whole organisation to underpin the new way of working in the RSPCA
- A Learning Delivery model to meet the needs of the organisation and reflecting modern practices.

- A core offer that drives the skills and competencies required by the organisation as well as taking into consideration the outputs of the training needs analysis.
- Organisational wide induction programme from acceptance to joining The RSPCA.
- L&D programmes where appropriate and personally delivering them
- Working collaboratively on the introduction of a new approach to regular Training Needs Analysis activity and monitor the implementation of the Training Plan and overall learning & development activity, managing the prioritisation process for training needs and translate these into training plans at both an organisational-wide and local level
- Partner with areas of the organisation to determine the requirements for learning and provide appropriate solutions.
- Working to support in the redesign, piloting and implementation of Inspectorate programmes that meets the current and future needs of the organisation
 - Assisting in setting up all modules of the programme and the organisation and smooth running of the programme
 - Assist in establishing a Virtual Learning Environment and associated administrative tasks
 - Supporting any accreditation and/or sign off process if applicable throughout the lifecycle of the programme
 - Be accessible and connected to all delegates, providing coaching and support as required
 - Delivery of modules as and when required on the programme
 - Working collaboratively with the Resourcing team to maintain communication and engagement with the selected cohort from acceptance to joining the Society

Working with the Learning and Development team to:

- Ensure all of the above harness technology, best practice and modern ways of thinking and establish a way of working for the modern workforce ● Support on the design and development for all of the above in relation to frameworks, policies, processes & tools and in particular the communication and engagement across the whole Society so that the Learning and Development agenda is clearly understood and valued by all employees ● Assist in the development and driving the adoption of a Society-wide Competency Framework
- Play an integral part in developing a presence and reputation across the whole of the Society to promote the Learning and Development agenda and engage at all levels, ensuring the agenda is relevant and valued across the organisation.
- Contribute to the Learning and Development team in a collaborative and motivating way
- Leverage learning technologies to develop creative strategies that will effectively scale for a nationally dispersed workforce and reflect a modern approach to learning which is driven by the individual and their needs
- Assist as a subject matter expert to HRBPs and central admin staff
- Assist in the monitoring, evaluation and reporting of learning ROI
- Assist in the selection and management of preferred 3rd Party training and leadership development suppliers, regularly reviewing the overall content and quality of supplier service offerings and delivering efficiencies / bottom line value
- Supporting where required in executive development and coaching activities
- Look for innovative approaches to learning and development that will drive cost effectiveness and competitive advantage ● Support and promote continuous improvement, regularly benchmarking against external companies and future trends ● Support the development & implementation of the RSPCA Employer Brand, Employee Proposition, culture, values and People Strategy as part of the P&C team
- Model the organisation values, holding self and others accountable, and translate strategic objectives into actionable items that inspire others to behave and operate at their best.

3.	<p>Key Competencies:</p> <ol style="list-style-type: none"> 1. Specialist knowledge – Expertise of Learning & Development. Continually maintains technical knowledge. 2. Programme delivery – Experience in delivering learning, development, talent programmes and initiatives. Strong presentation skills and ability to design and develop courses and training directly to the end user. 3. Planning, action orientation & results driven – Organises and prioritises work, with a clear readiness to make decisions, take the initiative and focus on delivery. 4. Quality orientation - Shows awareness of goals and standards. Follows through to ensure that quality and productivity standards are met. 5. Engagement – Ability to effectively and pro-actively communicate and engage with all levels of the organisation 6. Oral and written communication - Speaks clearly, fluently and in a compelling manner to both individuals and groups. Designs and delivers presentations in a clear and concise manner, using appropriate style and language for the audience 7. Flexibility and resilience - Successfully adapts to changing demands and conditions. Maintains effective work behaviour in the face of setbacks or pressure. 8. Personal motivation - Commits to work hard towards goals. Shows enthusiasm and career commitment. 9. Team work – Act as a role model and an integral part of the Learning & Development team. Communicating and engaging with individuals and colleagues, supporting as needed to ensure the team delivers what is required and is successful
4.	<p>Communications and Working Relationships:</p> <p>Reporting to the Learning & Development Manager, work closely with the L&D team and RSPCA colleagues in the development and implementation of the Learning & Development initiatives and programmes. Will need to support the Business Partnering team and HR Advisers for matters requiring management development, learning and development. Collaborate and manage 3rd party suppliers. Collaborate with other HR Centres of Excellence for overall policy development and implementation.</p>
5.	<p>Framework, Boundaries, Decision Making Authority and Responsibility:</p> <p>Experience in learning and development working in close collaboration with the Learning and Development team Ongoing, authority to advise on policies and procedures, responsibility to assist in the development and implementation of initiatives relating to Learning & Development, Performance Management, Talent Management & Succession Planning. Management of own project related budget</p>
The Person	
6.	<p>Qualifications:</p> <ul style="list-style-type: none"> • Educated to degree level or equivalent • Preferably CIPD qualified with specialisms in Learning and Development
7.	<p>Knowledge & Experience:</p> <ul style="list-style-type: none"> • Experience of initiative design and delivery in a complex, multi-site, multi divisional organisations. • Learning and Development experience in a multi-location organisation with exposure to operations teams. Experience within a fast paced, service environment would be advantageous.

	<ul style="list-style-type: none"> ● Thorough knowledge of theory and best practice in Learning & Development, Performance Management, Talent Management & Succession Planning practices. ● Track record as a professional in Learning and Development, Performance Management, Talent Management & Succession Planning in a organisation of a similar scale and diversity ● Exposure to effectively manage commercial partnerships and relationships with third party suppliers. ● Ability to establish credibility with a wide range of staff and managers across the business including the ability to communicate effectively at all levels ● Experienced, driven, passionate and successful Learning and Development/Talent professional Equally strong designing and delivering training ● Experience of working to support and influence managers as well as providing Learning and Development to a range of employees across geographies and a Head Office environment ● Comfortable contributing to the Learning Technology agenda and has experience with design and deployment of Virtual Learning Environments ● Considerable experience of online content design and instructor led instructional design ● Exposure of working in a changing organisation and having supported managers, team and individuals through change
8.	<p>Skills and Personal Qualities:</p> <ul style="list-style-type: none"> ● Strong communication engagement and relational skills demonstrated at all levels of the organisation ● Strong professional acumen, with excellent influencing, communication and stakeholder management skills ● Excellent stakeholder management skills: Able to build and develop good quality professional relationships at all levels ● Facilitation and coaching skills. ● Technology savvy and confident working with technology to deliver the Learning and Development/Talent agenda ● Strong planning and organisation acumen with the ability to simultaneously manage a number of challenging projects and issues. ● A proven self-starter, with evidence of taking the initiative and persisting in accomplishing objectives despite obstacles and setbacks. ● Sound decision making and judgement across the range of L&D activities ● Works well under pressure, thriving in a fluid environment and can change direction quickly to keep up with business demands, maintaining use of best practices in HR. ● Excellent team player who works collaboratively across all stakeholder groups, supporting on a group and individual level.

Creation and Authorisation		
<i>Statements in this Job Description are intended to reflect, in general, the duties and responsibilities of the position, but are not to be interpreted as totally inclusive.</i>		
<p>Profile written by: J Wisdom</p>	<p>Role: Consultant</p>	<p>Date: May 2019</p>
<p>Approved by (operations):</p>	<p>Role:</p>	<p>Date:</p>
<p>Approved by (HR): Patricia Williamson</p>	<p>Role: Director – P&C (interim)</p>	<p>Date: May 2019</p>

Date Job last evaluated: N/a- new role