

# Job description

<b>Job title:</b>	<b>Learning &amp; Development lead – part time 0.6 FTE</b>
<b>Grade:</b>	4b
<b>Department:</b>	HR
<b>Responsible for:</b>	HR Advisor – Wellbeing and Engagement
<b>Accountable to:</b>	Head of HR

## Job summary

The post holder will lead on the design of the Colleges L&D offer and strategy. The post holder will lead on learning and development initiatives across the College to enable leaders and managers to develop and empower talented people and promote a diverse and inclusive organisation. The post holder will design and deliver new learning and development frameworks and approaches to build capability within the College. The post holder will manage the College's learning and development activities, including developing and delivering leadership and talent management activities.

## Specific duties and responsibilities

### Main duties and responsibilities of the role:

- Lead the design of the College's L&D offer and strategy.
- Review current e-learning provision, undertake market review and propose new solution taking the colleges strategic aims into account
- Work alongside internal stakeholders to identify and support individual and team learning needs, including providing support with implementing personal development plans.
- Identify gaps in skills, knowledge and experience at an individual and team level and make recommendations to address gaps.
- Foster and develop an embedded culture of learning and continuous improvement.
- Create up to date, engaging and professional training content.
- Work with internal stakeholders to support the digital upskilling of staff as part of the organisations digital transformation project
- Develop, facilitate and deliver a variety of training programmes to new and existing employees, through face-to-face, hybrid (blended) and virtual learning.
- Confidently engage with learners of varying abilities, using a broad range of training methodologies and questioning techniques.
- Manage participation and ensure learning objectives for each training session is achieved.
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- Lead on the development and deliver strategies that identify, develop and retain top talent.
- Lead on the development of tools and make recommendations to support career progression and succession planning.



**Collaboration**



**Respect**



**Excellence**



- Work with a variety of internal stakeholders to plan and prepare the implementation of any training courses, including advertising training courses and dates, monitoring bookings and taking a proactive approach to increase attendance numbers when they are low.
- Complete evaluation mechanisms for learning outcomes including the use of quantitative and qualitative feedback where appropriate.
- Measure and assess all training courses for their effectiveness and business relevance, and continually seek ways to improve learning solutions.
- Lead the implementation of an Apprentice Scheme.

**This job description will be subject to review in the light of changing circumstances and may include other duties and responsibilities as may be determined. It is not intended to be rigid or inflexible but should be regarded as providing guidelines within which the individual works.**



**Collaboration**



**Respect**



**Excellence**



# Person specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"><li>• <i>L&amp;D qualification or equivalent relevant experience</i></li></ul>	<ul style="list-style-type: none"><li>• <i>Coaching qualification</i></li><li>• <i>Mediation qualification</i></li></ul>
Experience and skills	<ul style="list-style-type: none"><li>• <i>Experience of managing the L&amp;D function</i></li><li>• <i>Experience of developing and implementing training and leadership development programmes/workshops (including designing a variety of learning materials).</i></li><li>• <i>Experience of delivering in-person and virtual training to a variety of stakeholders with different learning styles and levels of understanding.</i></li><li>• <i>Excellent listening skills, receptive to feedback and demonstrates flexibility, curiosity and an ability to learn.</i></li><li>• <i>Credible, authentic and confident presenter and facilitator, with an ability to deliver engaging learning at all levels and adapt style to suit the audience.</i></li><li>• <i>Strong analytical and reporting skills, with an ability to translate individual, team and organisational needs into learning interventions.</i></li><li>• <i>Strong ethical standards and a high level of personal integrity.</i></li></ul>	<ul style="list-style-type: none"><li>• <i>Learning Management Systems – content curation, design and management, reporting, monitoring, and enhancing</i></li><li>• <i>Knowledge of iTrent</i></li><li>• <i>Design of e-learning modules</i></li></ul>



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<b>People and interpersonal skills</b>	<ul style="list-style-type: none"><li>• <i>Experience of working with internal and external customers, stakeholders and suppliers.</i></li><li>• <i>Strong team player who can work both independently and collaboratively with internal and external stakeholders.</i></li><li>• <i>Excellent communicator, with an ability to build relationships and inspire confidence and respect at all levels. Demonstrates strong negotiation, influencing and decision making skills.</i></li></ul>	
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The post holder will also need to demonstrate the following values:

<b>Collaboration</b>	<p><b>We embrace our collective responsibilities working collaboratively and as one college.</b></p> <ul style="list-style-type: none"> <li>• We work together, using our collective expertise and experience to effect positive change</li> <li>• We are open, honest and transparent, straightforward in our language and actions, acting with sincerity and delivering on our commitments</li> <li>• We take our responsibilities to each other, to patient care and to the environment seriously and we act with this in mind across our work</li> </ul>
<b>Respect</b>	<p><b>We value every person we come into contact with at the College as an individual, respect their aspirations and commitments in life, and seek to understand and meet their physical and wellbeing needs.</b></p> <ul style="list-style-type: none"> <li>• We treat everyone we meet with kindness and integrity and we seek to promote these behaviours in others</li> <li>• We actively seek a range of views and experiences across our work, and we listen to, and make everyone feel, a valued part of the team</li> </ul>
<b>Excellence</b>	<p><b>We aspire to excellence and success. We share learning from our experiences, apply feedback into practice, and commit to continual improvement.</b></p> <ul style="list-style-type: none"> <li>• We work hard to be the best at what we do, recognising and celebrating effort and achievement, and reflecting on our work, so we can learn and improve</li> <li>• We value and invest in research, education and training to drive excellence and put improvements in surgical practice, dentistry and patient care at the heart of our work</li> <li>• We always seek to learn and discover more, valuing knowledge and scientific evidence, basing our decisions on insights, fact and experience</li> </ul>

The Royal College of Surgeons of England is an Equal Opportunities Employer. We are open to all talent and we actively ensure that all qualified applicants will receive equal consideration for employment without regards to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.



**Collaboration**



**Respect**



**Excellence**