

# Job Title: L&D Adviser

**Grade**

F

**Contract Type**

Home Worker 1

Head of HR & LD



Senior L&D Business Partner



L&D Adviser

**Department**

People Plus → Learning & Development

## Role Overview

Evaluate the skills of employees, and the requirements of the business, to identify where training is needed and taking responsibility for the design and delivery of a range of creative blended learning and development solutions for the organisation.

## RESPONSIBILITIES

- Working closely with the business to design and deliver a range of learning content as required, creating engaging learning material, via a range of methods including face to face and e-learning, podcasts, videos, or other creative and innovative solutions, aligned to the L&D Strategy.
- Take ownership for collaboration with a range of stakeholders to identify training needs.
- Ensure the development and maintenance of training profiles and plans for employees across the organisation.
- Work closely with the Senior L&D Business Partner to create a proactive learning and development service that utilises our internal systems to deliver induction and on-going learning resources.
- Create robust evaluation tools to gauge the effectiveness of learning interventions.
- Work closely with the Senior L&D Business Partner to develop and enhance our Learning Management System
- Create and enhance a reporting suite, metrics, and dashboard within the Learning Management System
- Identify ad-hoc learning needs and develop value add solutions either online, various media streams and face to face to develop competence, confidence, and capability across the organisation.
- Create and analyse training reports and statistical data to report back to the business.
- Support the Senior L&D Business Partner to deliver key projects within learning and development such as maximising the use of the Apprenticeship Levy and the professionalisation of Housing staff.
- Undertake additional duties appropriate to the role and/or grade

## Our values



**Honest & Reliable**

We are authentic, open and dependable; and we do what we say we'll do.



**Caring**

We show kindness and consideration to our customers and each other.



**Respectful & Fair**

We listen to people, and strive for equity and inclusivity in all that we do.

Through our **passion** for housing, more **people** have a **safe** place to call **home**

## STRENGTHS

- ✓ Knowledge and experience of online and alternative media course content creation and evaluation.
- ✓ Proven experience in learning design and delivery.
- ✓ Ability to breakdown complex ideas and make them accessible
- ✓ Experience of informing training needs analysis.
- ✓ GCSE Maths and English (or equivalent)
- ✓ Ability to travel to a range of locations to deliver face to face training.

## ESSENTIAL REQUIREMENTS

- ✓ Hands-on experience co-ordinating multiple training events.
- ✓ Demonstrable ability to effectively engage with business stakeholders within the organisation
- ✓ Clear and articulate communication skills, both written & verbal
- ✓ High level proficiency with MS Office Suite and online training content and creation to include a variety of media streams
- ✓ Ability to work autonomously with minimal supervision
- ✓ Excellent organisational, communication and interpersonal skills

## BENEFICIAL TO THE ROLE

- CIPD/L&D related qualification
- Experience of the Social/Affordable Housing Sector
- Analytical skills
- Creativity and innovation
- Experience of authoring tools

 [yourhousinggroup.co.uk](http://yourhousinggroup.co.uk)

 [your-housing-group](https://www.linkedin.com/company/your-housing-group)

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 [YHGTV](https://www.youtube.com/YHGTV)

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