

Job Title: Learning and Development Advisor

Grade: D

Reports To: Head of Learning and Talent Development

Role Responsibilities: No line management or budget responsibilities

DBS Requirement: Basic check

The Role

Our vision is to transform lives, empowering independence through care excellence for all.

As part of ECL's Learning & Talent Development Team (L&TD) you will contribute to delivering a high quality, inclusive, cost effective, values-led Service that supports workforce development, strengthens organisational capability and promotes a culture of continuous learning.

Your primary focus will be on developing the skills, knowledge, confidence and capability of colleagues working in adult social care through the design, delivery and evaluation of engaging and inclusive learning interventions that support high-quality, person-centred care and positive outcomes for our customers.

You will also work collaboratively with ECL managers, colleagues and key stakeholders to identify current and future workforce development needs, provide specialist advice, deliver key L&TD projects and implement effective learning solutions. Through strong partnership working, you will contribute to organisational priorities, support continuous improvement and embed a positive learning culture across ECL.

Based at Chelmsford with travel expected across Essex, West Sussex and other operational locations as necessary.

Job Purpose

- To promote a culture of continuous learning and development across ECL, encouraging colleagues and managers to take ownership of their development and apply learning to improve workplace practice.
- To design, deliver and evaluate high-quality, inclusive learning interventions that develop workforce capability and support safe, effective, person-centred care.
- To work collaboratively with colleagues, managers and stakeholders to identify workforce capability gaps, provide specialist advice and recommend proportionate learning and development solutions.
- To contribute to the continuous improvement of the L&TD service, ensuring learning interventions are effective, aligned to organisational priorities and delivers value for money.

Key Accountabilities

- Work flexibly and collaboratively across structural boundaries as part of cross functional teams, and in support of key functional outputs, regardless of where you sit within the organisation.
- Think creatively, challenging the norms, and constructively challenging those around you (including those more senior) to ensure continuous improvement, commercial astuteness, and inspire the same in colleagues.
- Ensure understanding and the proper assessment and mitigation of risk, including Information Governance, Safeguarding, Health and Safety and Business Continuity.
- Responsible for recognising a disclosure of a concern from an individual that requires a safeguarding intervention to be made and to take appropriate action.

Role Specific Accountabilities

High-quality Learning and Development

- Design, develop and deliver engaging and inclusive learning interventions through face-to-face, virtual, digital and blended approaches with a particular emphasis on Adult Social Care, management and leadership development programmes.
- Manage allocated learning and development initiatives applying the full learning cycle from identifying needs, setting measurable objectives through to design, delivery and evaluation, ensuring learning is effective and supports improvement in workplace practice.
- Evaluate the effectiveness and impact of learning interventions through participant feedback, assessment, workplace application and relevant performance measures, using findings to inform continuous improvement.
- Develop effective relationships with external learning providers, monitoring the quality, effectiveness and value for money and recommending improvements based on evaluation feedback.
- Regularly review and quality assure learning content, materials, assessment methods and delivery standards to ensure learning remains accurate, consistent, inclusive and aligned to organisational and regulatory requirements.
- Apply inclusive, evidence informed learning design and varied engagement techniques, making appropriate adjustments to learning content and delivery to meet the diverse needs, experience and knowledge of participants.
- Work collaboratively and colleagues to promote learning and development opportunities, encourage participation and support the application of learning in the workplace.
- Utilise digital learning technologies and tools to develop accessible learning resources, enhance learner engagement and improve the efficiency and effectiveness of learning delivery.

- Contribute to the annual learning and development plan, by working collaboratively with operational and corporate services to identify workforce capability gaps, agree development priorities and recommend cost effective appropriate solutions.
- Support the effective administration, monitoring and utilisation of learning and development funding allocated to relevant projects, in accordance with organisational requirements.
- Assist the Head of Learning and Talent Development in sourcing alternative funding streams.
- Develop and maintain effective partnerships across health and social care sector to support workforce development, share good practice and identify opportunities for collaborative learning.

Specialist Learning and Development Consultancy

- Work in partnership with managers and stakeholders to identify current and future workforce development needs, understand operational challenges and determine appropriate development priorities.
- Provide specialist learning and development advice and guidance to managers on appropriate learning and development solutions, identifying whether learning interventions or alternative approaches are most appropriate to address capability and performance gaps.
- Provide professional advice, guidance and insights on workforce capability, emerging skills requirements, professional development and opportunities to strengthen organisational effectiveness.
- Contribute to the design and delivery of learning and workforce development initiatives, including management and leadership development programmes, which strengthen colleague capability, support person-centred care, develop management effectiveness and enable talent development and career progression.

Continuing Professional Development

- Maintain relevant professional qualifications, accreditations and competence, ensuring learning content and delivery practices reflect current legislation, regulatory requirements and recognised professional standards.
- Maintain current knowledge of adult social care developments, workforce priorities, learning and development practices and relevant guidance from Skills for Care, SCIE and other recognised professional bodies.
- Take ownership of continuing professional development, including building expertise in inclusive learning practices, learning technologies and innovative approaches that enhance the quality and effectiveness of the L&TD service.
- Participate fully in the performance management review process.

General

- Maintain confidentiality and handle personal and sensitive information appropriately, in accordance with data protection legislation, ECL policies and procedures and applicable Caldicott principles.

- To undertake any additional professional development and relevant Train the Trainer accreditations, where required, to maintain competence and enhance the capability and learning provision of the L&TD service.
- All duties to be undertaken at all times with regard to:
 - Our mission, vision and values
 - Data Protection
 - Health & Safety at Work
 - ECL's Diversity, Equity, Inclusion & Belonging Policy
 - Sustainability

This job description is only an outline of the tasks, responsibilities and outcomes required of the role. The jobholder will carry out any other duties as may be reasonably required by their line manager.

Person Specification

Key Skills and Competencies

Education and qualification

- Relevant learning and development, training or CIPD qualification or demonstrable equivalent professional experience.
- Recognised Train the Trainer qualifications or accreditations in relevant areas such as Moving and Handling (IOSH accredited), First Aid, Mental Health First Aid, Positive behaviour support, leadership development or other relevant adult social care subjects would be desirable.

Skills and Experience (all essential)

- Demonstrable experience of working within the adult social care sector, with a sound understanding of the operational practices, regulatory requirements and workforce learning and development needs.
- Experience of designing, coordinating learning and workforce development initiatives through the full learning cycle, including identifying needs, designing and coordinating interventions, delivery and evaluation.
- Experience of delivering effective and engaging learning interventions through face-to-face and virtual approaches, using appropriate facilitation techniques to meet the needs of different participants.
- Ability to evaluate the effectiveness of learning interventions, using feedback, performance information and other relevant workforce data to identify improvements and demonstrate impact.
- Ability to design and deliver inclusive learning interventions using a range of facilitation techniques to meet diverse learner needs and maximise learning effectiveness.
- Confident in using digital learning technologies including learning management systems and digital tools, to support the design, delivery and evaluation of learning.
- Ability to monitor the quality and effectiveness of external learning providers, identifying areas for improvement and escalating concerns where appropriate.

- Strong written communication, planning and organisational skills with the ability to manage competing priorities, coordinate projects and meet deadlines.
- Strong interpersonal, communication and stakeholder skills, with the ability to build effective working relationships, influence decisions and provide constructive professional challenge.
- Understanding of inclusive learning practices, neurodiversity, accessibility and reasonable adjustments with the ability to adapt learning to meet diverse colleague needs.

Values and Behaviours

- Ability to demonstrate, understand and apply our values (see below) and be able to evidence these attitudes and behaviours as part of the application process.

