



Learning and Development Officer

Salary: Band 8, £36,363 - £39,151 per annum

Hours: 37 hours per week

Contract: Permanent

The Service

The Learning and Development (L&D) team at Portsmouth City Council provides a comprehensive corporate training offer for council employees and Elected Members. The team delivers essential organisation-wide learning that supports operational delivery, leadership capability, digital skills, and organisational priorities.

The service is also responsible for maintaining learning records through the Learning Management System (LMS), supporting organisational change, workforce development, and Portsmouth City Council's Apprenticeship offer.

The Role

Reporting to the Operational Training Manager, this role plays a key part in shaping and delivering high-quality learning and development solutions across the organisation.

This is an exciting opportunity to work at a corporate level, influencing learning that supports services, managers, and staff at all levels. You will collaborate closely with stakeholders and subject matter experts to design and deliver learning solutions that are relevant, inclusive, and aligned to organisational priorities.

You will be responsible for delivering and supporting a wide range of corporate learning and development activity, including:

- Organising and managing a programme of learning and development events.
- Facilitating engaging **face-to-face, virtual, and blended learning sessions** to meet the needs of diverse audiences.
- Designing and developing high-quality learning materials with clear learning objectives and evaluation methods.
- Working in partnership with stakeholders and subject matter experts to identify learning needs and develop appropriate solutions aligned to **corporate and organisation-wide priorities**.
- Innovating and proposing new learning methodologies and approaches to improve effectiveness and learner engagement.
- Defining the scope and learning objectives for courses and modules to ensure high-quality learning design.



- Developing learning modules using digital tools and technologies, including eLearning, virtual classrooms, and blended approaches.
- Analysing learner feedback and learning data to evaluate impact, identify trends, and inform continuous improvement and reporting.
- Observing and evaluating delivery methods to ensure quality, consistency, and effectiveness.
- Managing course scheduling and learning resources to support timely and efficient delivery.
- Presenting evidence-based proposals to update and expand the corporate learning offer.
- Overseeing the review and updating of learning materials to ensure content remains current and relevant.

Who is the person?

Essential

You will have:

- Relevant knowledge and experience of the learning cycle, including training needs analysis, design, delivery, and evaluation.
- Experience of working with Learning Management Systems (LMS).
- Strong facilitation and communication skills for both classroom and online learning environments.
- Experience of developing and implementing learning initiatives, with the ability to think creatively and adapt approaches.
- Confidence in presenting, problem-solving, and working independently while contributing positively to a team.
- Experience of coaching, mentoring, or designing bespoke learning interventions for individuals or groups.
- Strong interpersonal and relationship-building skills, with the ability to work effectively with people at all levels of the organisation.
- The ability to manage change positively and keep up to date with developments in learning, development, and learning technologies.

Desirable

- Relevant learning and development or training qualifications or accreditations.
- A recognised qualification to deliver First Aid training, or willingness to work towards accreditation.
- Experience of designing or delivering digital or blended learning solutions.
- Experience of working within a large or complex organisation.

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.

General Data Protection Regulation (GDPR)

Portsmouth City Council is the Data Controller of any personal information you provide when applying for a job. It will only be used in connection with the recruitment process and will not



be kept for longer than necessary. For more detailed information you can access the Data Protection Privacy Notice on our careers portal.