

## Learning and Development Officer

**Salary:** Band 8 £35,235 - £37,937 per annum

**Hours:** 37 hour per week

**Contract:** Permanent

### The Service

The Learning and Development team at Portsmouth City Council offers extensive training services to both council staff and Elected Members. The support encompasses delivering essential corporate training across all organisational levels, from Directors to operational staff. The team is also responsible for maintaining training records through the Learning Management System, facilitating personal and team development, supporting organisational change and PCC's Apprenticeship offer.

### The post

- Reports directly to the Operational Training Manager.
- Involves delivering a wide range of learning solutions.
- Requires you to build relationships with people across the organisation identifying learning and development needs and delivering the right solution.

What is the role?

- **Organise and manage** a range of training events.
- **Facilitate in person and online training sessions** to meet the needs of the audience.
- **Create quality course materials** with clear learning objectives and evaluation strategies.
- **Collaborate with stakeholders** to understand customer needs and develop tailored solutions.
- **Innovate and propose new training methodologies** to enhance effectiveness.
- **Define scope and learning objectives** for course modules to create effective training programs.
- **Develop training modules** using various technologies to engage the target audience.
- **Design and develop learning events** in partnership with subject matter experts and stakeholders.
- **Analyse course feedback** to identify areas for improvement and understand training requirements.
- **Observe and evaluate teaching methods** to ensure quality and effectiveness.
- **Gather and analyse performance data** to monitor capacity, performance and inform reporting.
- **Manage course scheduling** and resources to support timely delivery.
- **Present evidence-based proposals to update and expand course portfolio** to continuously improve offerings.
- **Oversee updates and revisions** to training materials.

## **Who is the person?**

You need to have:

- You must have relevant knowledge and experience of, the learning cycle, training needs diagnosis, design, delivery and evaluation.
- Experience of working with Learner Management Systems (LMS)
- Demonstrate passion, energy and aspiration in development and training
- Be successful in developing and implementing learning initiatives with the ability to think creatively
- Have excellent delivery facilitation and communication skills for classroom and online based training events and workshops
- Confidence in presenting and problem solving and be self-motivated
- Experience of providing one on one and group coaching / mentoring or design of bespoke interventions
- Experience of implementing learning development plans
- Have a positive attitude and experience of delivering successful outcomes with strong interpersonal and relationship building skills that enable you to work with people at all levels
- Have excellent negotiations skills, able to negotiate good outcomes for the service.
- Thrive on change whilst keeping abreast of L&D technology and development.
- Passionate about your role and someone who wants to hit the ground running.
- Experience of partnership working, as you will be working closely with other teams to develop ideas and learning events.
- Any relevant training accreditations would be desirable.

## **General Data Protection Regulation (GDPR)**

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.