

## Role Profile

<b>Role Title:</b>	Learning & Development Advisor
<b>Department:</b>	Talent
<b>Role Purpose:</b>	To support the development and delivery of our Talent strategy ensuring that we attract, develop, and retain the skills and behaviours needed to ensure we deliver our strategic ambitions.
<b>Reporting to:</b>	Talent Development Manager and Resourcing Manager
<b>Responsible for:</b>	None
<b>Disclosure level:</b>	n/a
<b>Role Level:</b>	<u>Frontline Worker</u>

<b>Key Role Responsibilities</b>	<p><u>Talent Development</u></p> <ul style="list-style-type: none"> <li>• Support the Talent Development Manager to design, procure and deliver relevant and impactful learning solutions that enable us to maximise the performance of our people.</li> <li>• Ensure mandatory training needs are clearly identified, regularly reviewed and tailored to each business area.</li> <li>• Work with the Digital Learning Manager to develop and implement a programme of digital learning solutions that build upon and expand our current online learning provision.</li> <li>• Support the Talent Development Manager and Resourcing Manager, to ensure we have a robust on boarding and induction process that enables us to maximise the performance of our people.</li> <li>• Support the Organisational Development Manager to develop and deliver Leadership and Management development programmes for existing and future leaders that enhances operational capability and capacity.</li> <li>• Ensure we have clear methods in place to measure the impact and return on investment of learning.</li> <li>• Work with the Talent Development Manager to ensure the delivery of outcomes, tracking of achievement, accreditation and progression of our people.</li> <li>• Support the Diversity Business Partner to develop and embed a culture of equality, diversity and inclusion across our business. Creating an environment where our people have a sense of belonging and can thrive and succeed regardless of their</li> </ul>
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	<p>background.</p> <p><u>Talent Acquisition</u></p> <ul style="list-style-type: none"> <li>• Work with the Resourcing Manager to directly source active and passive candidates through various channels including LinkedIn Recruiter, Talent Pools, CV Databases, Referrals, and Networking etc.</li> <li>• Build and maintain talent pools for business areas/skill sets/frequently recruited roles.</li> <li>• Support the Resourcing Business Partner and Head of Talent to develop and embed our employer brand across labour markets, so that we attract the best candidates and are recognised as an employer of choice.</li> <li>• Conduct first stage pre-screening of candidates, shortlisting candidates for submission against a vacancy where appropriate.</li> <li>• Manage candidate expectations ensuring they receive an excellent experience throughout the sourcing process.</li> <li>• Work with the Resourcing Manager to plan and design high volume recruitment drives across business functions, including assessment centre design and delivery; ensuring that the organisation is put forward as an attractive employer to all potential candidates.</li> <li>• Manage and maintain Midland Heart’s applicant tracking system.</li> <li>• Provide regular feedback to internal stakeholders on sourcing activity progress; produce or contribute to standard reporting on sourcing metrics.</li> </ul> <p><u>General</u></p> <ul style="list-style-type: none"> <li>• As a member of the Talent team contribute to the development and continuous improvement of the overall function; ensuring collaborative working across all parts of People Services.</li> <li>• Lead or participate in projects as required.</li> <li>• Any other duties commensurate with the nature and level of this role.</li> </ul>
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<p><b>Education, Qualifications and Training</b></p>	<ul style="list-style-type: none"> <li>• Educated to degree level or equivalent, relevant professional qualification.</li> <li>• Evidence of ongoing continuous professional development.</li> </ul>
<p><b>Knowledge and Experience</b></p>	<ul style="list-style-type: none"> <li>• Knowledge of training design and delivery best practice, as well as proven experience of design and implementation of learning and development solutions, e.g. online learning, blended learning.</li> <li>• Knowledge of recruitment principles, practices and employment legislation.</li> <li>• Understanding of workforce and succession planning and be able to translate plans into robust hiring / talent development solutions.</li> </ul>

	<ul style="list-style-type: none"> <li>• Computer literate, highly competent IT user including word, excel and PowerPoint.</li> </ul>
<p><b>Role Specific Skills &amp; Behaviours</b></p>	<ul style="list-style-type: none"> <li>• High customer service focus, with excellent communication and interpersonal skills.</li> <li>• Strong facilitation and delivery skills.</li> <li>• Proven training/ development design skills.</li> <li>• Ability to build connection and rapport at all levels of an organisation.</li> <li>• Well organised, with the ability to work to tight deadlines and excellent attention to detail.</li> <li>• Strong understanding and respect for confidentiality.</li> <li>• Ability to adapt to changing demands and deadlines.</li> <li>• Innovative and creative.</li> <li>• Maintains effective work behaviour in the face of setbacks or pressure.</li> <li>• Excellent IT and social media skills.</li> <li>• Understanding of and commitment to the principles of equality and diversity.</li> </ul>