

ROLE PROFILE

Role Profile			
Job Title	Learning & Organisational Development Specialist		
Section	Business Support	Department	Workforce & Brand
Reports to (Job Title)	Chief People & Culture Officer		
Suitable for Job Share (Y/N)	No	If No state reason	Key role
Location	Delt Offices combined with remote working		

Job Purpose	The Learning and Organisational Development Specialist is responsible for developing and implementing workforce initiatives and programmes that align staff to key business strategies and outcomes.
Key Competencies & Outputs	<p>Provides instructional design expertise to design, develop and deliver high impact leadership and employee development solutions are aligned to business needs</p> <p>Designs and delivers OD and change management strategies, processes and interventions that support the Delt's ambition to be a high performing organisation</p> <p>Develops coaching, mentoring and secondment schemes to support staff development and the achievement of Personal Development Plans.</p> <p>Provides coaching and advice to leaders and employees that is focused on improving individual, team and organisational performance and ensuring staff are managed consistently</p> <p>Consistently assesses and evaluates learning and organisational development programmes and initiatives to ensure they are delivering performance outcomes based on the business needs.</p> <p>Proactively engages with all areas of the business to shape and influence the organisational development strategy.</p> <p>Incorporates change management principles into all programmes and initiatives to ensure solutions are embedded and sustainable</p> <p>Coordinates training needs across the business as part of our Strategic Workforce Plans.</p> <p>Manages all Agency Recruitment relationship to support the recruitment of all internal posts when required.</p> <p>Oversee all apprenticeships and student engagement to ensure students have a quality experience</p> <p>Develops and delivers Health and Wellness engagement plans including coordinating Mental Health First Aiders.</p> <p>Other duties as assigned</p>

<p>Experience, Knowledge, Skills, and Qualifications</p>	<p>3-5 years' experience in adult facilitation, performance consulting, program assessment, design, delivery and evaluation</p> <p>Successful completion of a University Degree in Adult Education or Human Resources or approved equivalent combination of education and experience.</p> <p>Understanding and experiences with leadership practices to advise and assist management staff</p> <p>Knowledge of and demonstrated ability in measurement and evaluative methods.</p> <p>Computer literacy utilizing MS Office software applications including proficiency in word processing and presentation applications</p> <p>Familiarity with e-learning software, learning management systems, and web-based evaluation tools.</p> <p>Experience working in both the commercial and public settings is ideal</p> <p>Ability to foster collaborative working relationships, both within and outside of the organisation.</p> <p>Demonstration of flexibility, adaptability, innovation and creativity, and collaboration.</p> <p>Excellent training, facilitation, presentation, communication, research and writing skills.</p> <p>Ability to travel to off site locations as required.</p>
<p>Corporate Standards</p>	<p>In accordance with Delt organizational policies and guidance on information management and security, it is the personal responsibility of all employees to ensure data protection, client confidentiality and appropriate information governance.</p> <p>All employees must act at all times in accordance with appropriate legislation and regulations, codes of practice and Delts policies and procedures</p> <p>All employees must work with the requirements of our Health and Safety policy, ensuring safe systems of work and procedures</p> <p>Undertake all duties with regard to the Delt equalities policy and relevant legislation</p> <p>In a people first environment, the post holder must both be aligned and aspire to Delt's values and expected standards of behavior for them and their team(s).</p>