



L&D Coordinator	
Reporting to:	HR Director
Working Hours:	Full time (37.5 hours per week)
Salary:	28-34 (£30,208 - £35,012)
Position Code:	PC M1
Annual Leave:	26 electable days plus 8 statutory days

### Job Purpose

The Learning & Development Coordinator post is crucial to the delivery of quality learning opportunities within the College for staff at all levels. Contributing and developing the learning and development strategy the Learning and Development Coordinator will have responsibility for the coordination and oversight of a range of learning and development activities, needs analysis and projects as well as ensuring the development and maintenance of robust learning and development systems and processes.

Assessing future needs and resource demands, the postholder will oversee leadership development and succession planning strategies in order to meet future college resource and skills needs.

### Duties and responsibilities of the job

#### 1. Main Duties

a. Assess both individual, departmental and organisational learning and development needs.
b. Work collaboratively with managers, HR colleagues and SMT and decipher wants from needs.
c. Work closely with Teaching and Learning team to ensure integrated and joined up cross college offer.
d. Manage training budgets and forecast current and future costs. Advise on the right course of action.
e. Identify skills gaps and future learning requirements.
f. Develop leadership development programmes and succession planning tools to ensure the College has the right skills in house, to meet future demands.

g. Curate learning content and assess relevant learning and development options.
h. Consider relevance of blended learning options such as coaching, mentoring, on-the-job training, classroom training, e-learning and simulation. Make recommendations to decision makers.
i. Evaluate development requests and provide feedback on development and learning options identified to provide a range of appropriate blended learning tools in support of employee development plans aligned with College objectives
j. Be proactive in dealing with development requests, working cross college and seeking information from other areas of the business, suggesting specific learning options where appropriate
k. Develop and deliver learning and development strategies.
l. Coordinate, develop and deliver the College wide induction process.
m. Co-ordinate the logistics of training sessions.
n. Identify external training partners and manage existing relationships with current providers.
o. Identify appropriate methods to record training and ensure accurate reporting. Identify suitable options and oversee the implementation of any preferred system.
p. Prepare reports and metrics on learners' development and act on findings as required
q. Evaluate success of learning interventions and report to SMT.

## 2. Continuous Professional Development

a. Keep abreast of latest learning and development products and approaches.
b. Update SMT and decision-makers on latest thinking.

### Qualifications / Skills / Knowledge / Qualities

At Plumpton College we are:

- Ambitious and Progressive
- Enterprising
- Professional
- Passionate about everything we do
- Supportive

<b>Criteria for the post</b>
a. Minimum Level 2 in literacy and numeracy

b. Degree level or postgraduate qualifications are desirable, particularly in a relevant field including an MSC degree in training management and development.
c. A CIPD qualification is preferred, either Level 3 Foundation Certificate or Diploma in L&D (Level 3 QCF) or a Level 5 Intermediate Certificate or Diploma in L&D (Level 5 QCF), or appropriate experience,
d. National Vocational Qualifications (NVQ) are an alternative – a level 3 offers a Certificate in learning and development and a level 4 offers a Diploma for the advanced learning and development practitioner.
e. Strong facilitation, coaching and presentation & delivery skills
f. Creative design skills for learner engagement
g. Previous experience of managing learning and development initiatives
h. Knowledge and experience of the full training cycle.
i. Experience of designing, implementing and evaluating a variety of training solutions.
j. Strong communication and organisation skills.
k. Adept at influencing others, problem solving and offering pragmatic solutions.
l. Analytical and reporting skills is preferred

## CONDITIONS OF EMPLOYMENT

### Working Hours

Basic working hours are from 0830hrs to 1700hrs Monday to Friday but some flexibility will be required to meet the needs of the business. This is an all year-round post. There will be some evening and weekend working required to support department and whole college events where there will be a requirement to attend.

### Annual Leave

The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 26 working days, 8 bank holidays and efficiency days as stipulated by the Senior Management Team. Annual leave is bookable subject to business needs and should be planned and agreed with your Manager. Annual leave must be booked on-line via the HR/Payroll system.

### Continuous Professional Development (CPD)

This post will be entitled to CPD for updating, personal and professional development. All CPD must be planned, agreed and booked with your Line Manager.

### Benefits

The candidate appointed to the post will automatically become a member of the LGPS Scheme and pay contributions as determined by annual salary levels. The pension scheme includes life assurance

cover, and the College will also pay a contribution towards your pension. Access to Employee Assistance Programme, Cycle to Work Scheme and staff discounts.

### **Equality and Diversity**

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

### **Criminal Record Check via the Disclosure Procedure**

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as 'spent'. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and "spent" convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the College until the DBS Disclosure Certificate is received and considered by the Principal.