

Key Information

Post Title: HR Learning & Development Advisor

Contract type: Permanent - Full time

Salary: £30,559-£32,654

NJ6 Points 18-22

Reports to: Head of HR

Location: Grimsby or Lincoln

Purpose of Post

The L&D Advisor provides support, practical help and advice in respect of all learning and development, talent and associated HR matters.

They are a member of the HR team and work across all schools and the Central Team in the Trust.

They are responsible for monitoring and developing learning, development and talent tools that support Principals, teaching and support staff across schools.

This role requires a proactive and innovative approach to identifying and delivering high-quality training

Job Description : HR Learning & Development Advisor

Main Duties and Responsibilities

Training Needs Analysis & Design:

- Conduct training needs assessments to identify training gaps and areas for improvement across all staff levels (teachers, support staff, leadership).
- Design and develop engaging and effective training and CPD, including workshops, online courses, and mentoring programs.
- Use a variety of training methodologies, including blended learning approaches, to cater to diverse learning styles.

Delivery & Evaluation:

- Deliver high-quality training and development sessions, ensuring effective facilitation and participant engagement.
- Monitor and evaluate the effectiveness of training programs, collecting data and providing feedback to stakeholders.
- Working with the Recruitment Officer, schedule and deliver Trust Inductions throughout the year

Performance Support:

- Provide ongoing support, advice and coaching to staff to help them apply learning and develop their skills.
- Develop and maintain a comprehensive library of resources, including online learning platforms and professional development materials with the School Improvement Leads and the Director of Education
- Provide HR support as applicable to Principals, Department heads and other stakeholders

Compliance & Research:

- Ensure compliance with relevant regulations and best practices in staff development.
- Support the Head of Estates in ensuring that compliance training is completed, tracked and monitored across the Trust
- Stay abreast of current trends and best practices in education and staff development.
- Continuously seek opportunities to improve the effectiveness and efficiency of training programs.
- Proactively identify and implement innovative solutions to support staff development.

Stakeholder Management:

- Build and maintain strong relationships with key stakeholders, including Principals, Central team Heads of, and staff.
- Communicate effectively with all stakeholders regarding training opportunities and initiatives.
- Run Staff Voice survey for all staff three times a year, analysing and reporting results to Central team and Principals, alongside a detailed action plan

Talent Management:

- Plan and support the Head of HR and COO in Succession planning meetings, ensuring all data is kept up to date and relevant
- develop tools to support talent development for Teaching and Non-Teaching roles to accelerate talented people
- Work with the Recruitment Officer to develop and maintain talent pools for recruitment in Teaching and Non Teaching roles

Person Specification : HR Learning & Development Advisor

Specification	<u>Essential</u>	<u>Desirable</u>	Evidence
Qualifications & Training	Relevant professional qualifications, or relevant experience in training and development (e.g., CIPD, AETD). Maybe studying for CIPD qualifications	Bachelor's degree in Human Resources, or a related field.	
Experience	Proven experience in designing, delivering, and evaluating effective training programs. Experience in general HR	Experience working in an educational setting (preferred)	
Professional knowledge & understanding	Knowledge of learning and development models and tools for supporting professional development	Proficiency in using Microsoft Office Suite and learning management systems (LMS)	
Skills	Excellent communication, interpersonal, and presentation skills. Strong organizational and time-management skills.		
Personal Attributes	Passionate about supporting the professional growth of others. Proactive, resourceful, and solution-oriented. Excellent interpersonal and communication skills. Ability to work independently and as part of a team. Strong ethical and professional standards.		