

Job Description

Job Title:	Learning and Development Co-ordinator
Reporting to:	Learning and Development Business Partner
Accountable for:	N/A
Purpose:	<p>Responsible for the promotion and coordination of learning solutions which enable colleagues to learn, develop and grow.</p> <p>Work in partnership with key stakeholders ensuring that the business meets its statutory, compliance and health and safety training requirements.</p>

Duties and Responsibilities:

- In partnership with subject matter experts, the H&S business partner and senior managers implement the annual L&D mandatory training plan for the business, agreeing content and best method of delivery for mandatory training.
- Ensure the records and process for mandatory training is audit ready, also providing reports and responses for key stakeholders and audit requests.
- In conjunction with the H&S Business Partner support the budget setting process and annual bid for Mandatory H&S and Compliance training.
- In partnership with key stakeholders conduct training needs analysis and regularly review roles and refresher dates in line with audit recommendations.
- Promote the corporate onboarding programme, rolling out new developments and enhancements to the programme, ensuring it remains relevant, engaging and embedded in the broader employee onboarding experience.
- Facilitate the face to face and virtual onboarding sessions and on occasions support and facilitate any other appropriate learning and development workshops on-line or face to face.
- Promoting, planning, organising and administering of any development activities and talent interventions as required both virtually and face to face. This will include scheduling events, liaising with external suppliers, sending out joining instructions, booking venues, preparing materials, booking and recording attendance.
- Ensuring that the training module of the HR system is fully utilised and automated, also capturing and recording all relevant learning activity on all both the Learning Management & HR systems.

- Creating regular reports on learning and mandatory training
- Creating, curating, administering and publishing digital content on the learning management system.
- Promote apprentice qualifications and record on the apprenticeship portal, tracking appropriate use and successful completion of apprenticeships by employees.
- Manage, process and respond to learning requests and enquiries that arise.
- Maintain the learning and development pages of our internal intranet ensuring all relevant information is published in a clear way and is always up to date.
- Use the finance system to raise purchase orders, approve orders, process orders/invoices and assist with monitoring of financial expenditure for any learning activities learning budget.
- Manage an L&D apprentice or trainee apprentice from time to time.

General Obligations – All employees:

- To take responsibility for own personal development and update knowledge and skills, with support from Aspire, to perform the role at an effective level. To undertake such training as is deemed necessary to improve personal performance and knowledge.
- To implement positively and ensure compliance with, the Group's policies, procedures, codes of practice and initiatives relating to Equality and Diversity, Customer Service, Risk Management, Health and Safety, Data protection and Information Technology, Financial Regulations, Standing Orders and the Code of Conduct and Probity Policy.
- To take responsibility for own wellbeing and safeguarding in the duties to be carried out for this post.
- To provide the highest quality services incorporating best standards and practice, promoting the Group to its tenants, clients and customers.
- Taking ownership and responsibility to respond to complaints positively and professionally (*as appropriate to role*).
- To ensure that maximum use is made of information technology systems and associated equipment in the provision of efficient and effective services.

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- To perform any other duties not specifically identified in the job description but which are in line with the general responsibilities of the post.

This Job Description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only, and may be changed at management's absolute discretion in the future.

As a general term of employment, the Group may effect any necessary change in job content, or may require the post holder to undertake other duties, at any location within the Group.