

JOB DESCRIPTION**PEOPLE & CULTURE****Job title:** Learning & Development Specialist**Grade:** 5**Responsible to:** Talent & Development Manager**Date:** December 2024**Job purpose:** To design and deliver appropriate learning and development solutions that drive employee performance and engagement at Falmouth University and Falmouth Exeter Plus. Lead implementation of solutions that foster talent development and build capability.**Main duties and responsibilities**

1. Conduct training needs analyses at the individual, team, department, and organisation level to define clear outcomes and success criteria. Use insights to design learning solutions that address both immediate and long-term needs.
2. Design, manage, and advise on a range of learning and development programmes, including personal effectiveness, management, leadership development, and wellbeing initiatives. Deliver training sessions using a variety of methods, such as face-to-face, virtual, train-the-trainer. Tailor content to meet the diverse needs of our community, ensuring inclusivity and effectiveness.
3. Develop high-quality end-user training materials for a variety of delivery methods, including e-learning courses, videos, user guides, and FAQs. Ensure materials are updated regularly to reflect the latest best practices and organisational changes.
4. Promote peer learning through the mentoring scheme and establish action learning sets. Support and embed the internal coaching network.
5. Evaluate the effectiveness of learning initiatives through feedback, assessments, and metrics. Use insights to drive continuous improvement and ensure programmes meet organisational objectives and deliver measurable outcomes.
6. Build strong, collaborative relationships with key stakeholders, including People Partners and Heads of Subject/Department. Work to understand the business needs and influence decisions to ensure L&D interventions address these needs and drive organisational success.
7. Promote a culture of continuous learning and improvement, embedding learning into the flow of work. Act as a role model for learning, inspiring others across to engage with and promote learning opportunities.

8. Stay up to date with emerging learning tools and methodologies. Regularly seek opportunities to enhance the quality of learning initiatives by incorporating proven practices from the wider professional community.

General duties and responsibilities

1. To perform to high professional standards.
2. To manage independently any errors or concerns at the earliest opportunity, or notify a senior member of staff as appropriate.
3. To use initiative in order to determine priorities, work with autonomy, and work effectively with senior colleagues.
4. To be responsible for your own continuing self-development.
5. To undertake other duties not specifically stated above, which from time to time are necessary for the effective performance of the University's business without altering the nature or level of responsibility involved.
6. To work within and actively support the equality and diversity policies and practices of Falmouth University.
7. To participate in the University's Annual Performance Development Review Process.

Health and safety at Falmouth University

The University takes health and safety matters very seriously. All staff have a responsibility to take reasonable care for the health and safety of themselves and others who may be affected by their actions and omissions. They also have a duty to comply with the University arrangements for health and safety. Staff with responsibility for others must ensure the proper enactment of University policy within their areas in line with levels of responsibility set out in the University's Health and Safety Policy.

Health & safety requirements

- In relation to health and safety you must comply with all relevant legal requirements. You are specifically responsible for ensuring that:
- You comply with safe systems of work in operation within your work area.
- You work co-operatively with other staff who have responsibility for health and safety requirements.
- You report any health and safety concerns to your manager or other responsible member of staff as soon as these are identified.
- You attend training as appropriate to your role (see the relevant health and safety training grid for requirements).
- You may be required to undertake duties as a first aider (for which a separate allowance is paid).

PERSON SPECIFICATION

Job title: Learning and Development Specialist

Attributes	Essential requirements	Desirable requirements
Education and qualifications	<p>A degree and/or equivalent professional qualification/experience</p> <p>Evidence of continuing personal and professional development</p>	<p>Associate Member of the CIPD (level 5) or equivalent experience</p> <p>Coaching qualification</p> <p>Accreditation in psychometric tools</p>
Experience and knowledge	<p>Experience in the design, development, and delivery of L&D programmes on at least one of the following topics:</p> <ul style="list-style-type: none"> • Management capability • Leadership development • Team development • Wellbeing <p>Understanding of adult learning theories and the application of appropriate best practice and best fit solutions.</p> <p>Demonstrated expertise in evaluating the effectiveness of learning initiatives, using data to refine and improve L&D solutions and drive business outcomes.</p> <p>Experience with digital learning tools, including learning management systems (LMS) and virtual delivery methods.</p>	<p>Experience of working in Higher Education or a similarly complex organisation.</p> <p>Experience of supplier management and procurement.</p>
Skills and personal requirements	<p>Autonomous and proactive, able to work independently and drive results.</p> <p>Ability to work effectively to meet tight deadlines and targets, whilst retaining accuracy and attention to detail.</p> <p>Ability to manage and execute multiple projects simultaneously.</p> <p>Strong problem-solving and analytical skills, with the ability to translate</p>	

	<p>complex business needs into effective learning solutions.</p> <p>Well developed communication, facilitation, and coaching skills, with the ability to influence at all levels of the organisation with sensitivity and tact.</p> <p>A collaborative partner who builds trust and cultivates strong working relationships.</p> <p>Innate drive for continuous improvement and fostering a culture of learning across the organisation.</p>	
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