Purpose of role

You will provide day to day management of specific allocated programmes, courses and initiatives relating to the learning and development of the people who work for University of Nottingham. Working collaboratively with colleagues in the Learning & Development Team this would entail both day to day management in some areas and support across other wide-ranging activities of the team to ensure an effective and integrated offer. These areas include, for example:

- a comprehensive range of learning and development activities
- delivery on the National Recognition Scheme and other recognition and award schemes
- delivery on L&D elements of strategic plans relating to digital, teaching, leadership, EDI etc.

We are ambitious for our people, and keen to ensure they realise their own potential. This role will also assist with the teams work in embedding learning organisation principles to help achieve this goal.

The role reports into a Learning & Development Manager. It sits within Learning & Development but works closely with Organisational Development, within the wider Organisational and People Development Team (OPD).
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<th>Main responsibilities</th>
<th>% time per year</th>
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<tbody>
<tr>
<td>1</td>
<td><strong>Day to day management and support of specific learning &amp; development activity</strong> (e.g. leadership and management, teaching &amp; learning, apprenticeships, coaching &amp; mentoring)</td>
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<td>- Take responsibility for the delivery of programmes and initiatives as allocated, working to Learning &amp; Development Managers and with internal and external partners as required.</td>
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<td>- Managing delivery of externally accredited programmes as identified, ensuring alignment with our wider offer.</td>
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<td>- Work closely with HR Business Partners and others to ensure programmes of activities are aligned with the changing needs and future expectations/priorities of the organisation and its people.</td>
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<td>- Recommend practical solutions to challenges identified during project delivery, working with relevant stakeholders to develop and take forward agreed plans for action.</td>
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<td>- Review and monitor success of the allocated workstreams during and following implementation e.g. performance against KPI's and identify where corrective action may be required.</td>
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<td>- Undertake relevant reporting - e.g. progress against plans, budget, risk/issues and lessons learnt in accordance with governance procedures</td>
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<td>- Being alert to market conditions and comparable costs elsewhere closely monitor spend, this helping ensure best value.</td>
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<td>- Manage the development of evaluative approaches to ensuring effective provision.</td>
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<td>- Take responsibility for ensuring excellence in the learning experience.</td>
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<td>- Contribute to the on-going development of wider OPD activities.</td>
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<td>2</td>
<td><strong>Manage workstreams and tasks relating to implementing the University’s approach to individual development:</strong></td>
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<td>- Help to design and embed an approach to gathering individual learning needs and theme them so that we can align our learning provision around the needs of individuals.</td>
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<td>- Assist with the identification and provision of ongoing CPD activities for staff in teaching and learning, leadership &amp; management and other specialist areas.</td>
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<td>- Deliver or co-deliver relevant workshops on the short course programme and help design new workshops and appropriate providers (internal and external) for inclusion in the programme.</td>
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<td>- Embed University values throughout all our programmes and development initiatives.</td>
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<td></td>
<td>- Make recommendations for improving and developing the provision as appropriate.</td>
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| 3 | Manage workstreams and tasks relating to implementing the University’s approach to team development:  
   - Support work in gathering team learning needs and help theme them so that we can align our learning provision around team learning need priorities.  
   - Represent the Learning & Development Team in interactions with teams in faculties and departments across the organisation, providing L&D workshops, support and advice to these areas and seeking to better understand their needs.  
   - Try out new and innovative approaches to team development and gauge effectiveness.  
   - Work in partnership with other staff groups as required in pursuit of a joined-up approach to learning and development.  
   - Contribute to engagement plans and liaison as part of the work to embed learning organisation principles within the way the organisation works. | 15% |
| 4 | Foster a culture of inclusivity and diversity of thought and practice.  
   - Working with colleagues, ensure that all provision is developed and delivered in a way that is inclusive in thought and practice for all  
   - Actively support the team and the wider organisation with the implementation of Equality Impact Assessments as required.  
   - Working with colleagues within the team and across HR encourage, enable and support the career development of under-represented groups into leadership and management roles, as identified | 10% |
| 5 | Other  
   - Deputise for Learning & Development Managers on occasion  
   - Any other duties as required in accordance with the nature and grade of the post | 5% |
Person specification

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<th>Skills</th>
<th>Essential</th>
<th>Desirable</th>
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|        | • Proven project delivery skills  
• Ability to work with a high degree of initiative, prioritising and planning workload to deliver to targets  
• Highly organised with the ability to manage multiple priorities  
• Ability to work effectively under pressure to meet demanding and sometimes conflicting deadlines  
• Strong analytical problem-solving skills, able to recommend practical and workable solutions  
• Excellent interpersonal skills, which enable effective engagement and collaboration with colleagues and stakeholders.  
• Ability to communicate effectively (verbally and in writing) with people at all levels  
• Ability to influence appropriately and effectively  
• Ability to handle sensitive and confidential information  
• Willingness and ability to respond flexibly to embrace new ideas and policies, develop new skills and adapt to changing situations and requirements.  
• Enthusiastic and proactive can do’ approach  
• Team player and willingness to be flexible and adaptable to both audience and priorities | • Demonstrable practical facilitation and coaching skills.  
• Ability to give presentations in a clear and articulate manner |
### Knowledge and experience

- Proven track record of successfully leading projects or change management initiatives within a HR context
- Experience of participating in programmes of work relating to the development of individuals and/or teams
- Experience of using a range of information (including systems) to better understand problems, define solutions and options, inform plans and monitor success
- Experience of managing third party stakeholders to ensure effective delivery
- Experience of delivering solutions through a team as well as through influence of wider stakeholder groups
- Evidence of effective engagement with staff at all levels

### Qualifications, certification and training

- Honours Degree (or equivalent), or equivalent and significant experience in similar/related field
- Evidence of commitment to continuous professional development

### Additional Information

The University of Nottingham is focused on embedding equality, diversity and inclusion in all that we do. As part of this, we welcome a diverse population to join our workforce and therefore encourage applicants from all communities, particularly those with protected characteristics under the Equality Act 2010.
Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University’s strategy, vision and values. The following are essential to the role:

**Valuing people**
Is friendly, engaging and receptive, putting others at ease. Actively listens to others and goes out of way to ensure people feel valued, developed and supported.

**Taking ownership**
Is clear on what needs to be done encouraging others to take ownership. Takes action when required, being mindful of important aspects such as Health & Safety, Equality, Diversity & Inclusion, and other considerations.

**Forward thinking**
Drives the development, sharing and implementation of new ideas and improvements to support strategic objectives. Engages others in the improvement process.

**Professional pride**
Is professional in approach and style, setting an example to others; strives to demonstrate excellence through development of self, others and effective working practices.

**Always inclusive**
Builds effective working relationships, recognising and including the contribution of others; promotes inclusion and inclusive practices within own work area.

Key relationships with others

![Diagram showing relationships between Line manager, L&D Manager, L&D Adviser, Colleagues, Students, and Role holder]

- **Line manager**
  - L&D Manager
  - L&D Adviser

- **Role holder**

- **Key stakeholder relationships**
  - Colleagues
  - Students