



Person Specification

Job Title

Learning and Development Manager

Qualifications		✓
Essential		
<ul style="list-style-type: none"> Level 5 professional L&D qualification or equivalent experience 		A
Key skills		
Essential		
<ul style="list-style-type: none"> Demonstrable commitment to inclusion and continuous improvement Able to balance strategic development with operational delivery Excellent interpersonal and communication skills, with the ability to influence and advise at all levels Strong analytical skills, able to produce reports, interpret data and make evidence-based recommendations Confident user of Microsoft Office and digital systems Ability to build effective working relationships across departments and with external partners Able to work on own initiative, with clear accountability for outcomes 		A/I A/I A/I A A/I A/I A/I
Experience		
Essential		
<ul style="list-style-type: none"> Proven experience of leading and/or delivering an organisation-wide learning and development function Demonstrable experience of identifying learning needs through data analysis, quality activity and organisational priorities Experience of designing and delivering effective learning interventions Experience of managing apprenticeship programmes and career pathway 		A/I A/I A/I A/I
Desirable		
<ul style="list-style-type: none"> Working in L&D in a complex regulated organisation Experience of procuring and managing external learning providers 		A/I A/I
Knowledge		
Essential		
<ul style="list-style-type: none"> Knowledge of learning and development theory and practice Understanding of training needs analysis, workforce development and using data to identify gaps, risks and priorities Learning evaluation methods, measuring impact beyond attendance Knowledge of equality, diversity and inclusion principles as they relate to access to learning and development. 		A/I A/I A/I A/I
Desirable		
<ul style="list-style-type: none"> Knowledge of statutory and mandatory training requirements within regulated environments including Education and Adult Social Care 		A/I
Other personal requirements		
Essential		
<ul style="list-style-type: none"> A respectful and inclusive attitude to learners, citizens and colleagues 		A/I
Desirable		
<ul style="list-style-type: none"> Full UK driving licence and access to a vehicle 		A

✓ **How we intend to assess your match with our person specification**

A Application Form

C Assessment Centre

I Interview