Learning and Development Manager

## Job details

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| Job title: |  Learning and Development Manager |
| Department: |  Central Service – Clinical Governance |
| Location: | Home based with regular travel to different VHG hubs to deliver training (approx. Once a month)  |
| Reporting to: | Head of Learning & Development  |
| Direct reports:  | L&D Coordinator (tbc)  |
| Accountable to:  | n/a |
| Responsible to: | n/a |
| Job purpose: | The Learning and Development Manager will help to create and build a collaborative learning culture within Vita. The L&D Manager will lead the design and delivery of learning projects and programmes across Vita, to ensure our colleagues are skilled and equipped to deliver our current and future needs. Working closely with the Head of L&D and L&D team, they will help deliver on the People Strategy; to strengthen leadership capabilities and provide development opportunities for all colleagues to grow.  |
| Role and Responsibilities: | * Support the Head of Learning and Development with assessing both individual and organisational learning and development needs, by identifying skill gaps and future learning requirements through Learning Needs Analysis (LNA)
* Create and deliver a wide range of L&D initiatives and workshops such as management training, presentation skills, Train the Trainer, across all levels of the business
* Delivery of in person and virtual workshops.
* Develop and manage leadership development programmes to strengthen skill sets associated with VHG’s leadership values for all levels of people management.
* Build and maintain long term collaborative relationships across the business, providing support and consultation on learning and development interventions, acting as an advisor by making recommendations for development interventions to fulfil group or individual training needs.
* Undertake evaluation of learning & development interventions within own area of responsibility, evaluate impact and results to ensure learning and organisational development solutions meet the organisation needs
* Source and manage internal and external providers for learning and development activities where appropriate. This will include contract negotiation, course content evaluation and post-delivery assessment.
* Collaborate on learning projects with a variety of SME stakeholders to shape learning strategies, develop content and engagement plans and deliver learning solutions.

**Equality Diversity & Inclusion (EDI)**We are proud to be an equal opportunities employer and are fully committed to EDI best practice in all we do.  Vita Health Group has several initiatives in place to achieve this including our Zero Tolerance Policy, Code of Conduct, Freedom to Speak Up Guardians, and more. We believe it is the responsibility of everyone to ensure their actions support this goal with all internal and external stakeholders. * Be aware of the impact of your behaviour on others.
* Ensure that others are treated with fairness, dignity, and respect.
* Maintain and develop your knowledge about what EDI is and why it is important.
* Be prepared to challenge bias, discrimination, and prejudice when possible, and raise with your manager, the EDI & Sustainability team, or the Freedom to Speak Up Guardians.
* Encourage and support others to feel confident in speaking up if they have been subjected to or witnessed bias, discrimination, or prejudice.
* Be prepared to speak up for others if you witness bias, discrimination, or prejudice.
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| Clinical Governance:(where applicable) | N/A |
| Training and supervision: | N/A |
| Additional information: | Regular travel including occasional overnight stays may be required. |

**Person specification**

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|  | **Essential** | **Desirable** |
| **Qualifications** | * Recognised L&D / HR qualification
 | * CIPD (or equivalent) qualification
* Qualified Insights or Strengthscope practitioner
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| **Experience** | * Proven experience in delivering in-person interpersonal skills training and learning interventions
* Experience in identifying learning needs through to training design and delivery

 * Experience in managing a direct report
* Up to date knowledge of learning and development theory and application
* Experience in facilitation / training skills
* Proven experience in managing companywide L&D projects from learning need through to evaluation
 | * Experience in delivering face to face leadership training
* Experience in coaching peers or managers
* Experience in managing a team
* Experience with Apprenticeship schemes (frameworks and funding)
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| **Skills/knowledge** | * Proactive with excellent organisational skills
* Excellent facilitation and presentation skills
* Excellent project management skills
* Excellent planning and prioritising skills
* Demonstrable experience of data analysis and reporting
* Strong knowledge of MS Excel and other elements of MS Office
* Effective communication both verbally and written to clients and business customers
* Exceptional interpersonal skills demonstrated through behaviours
* Ability to multitask and prioritise workload effectively while considering future organisational requirements
* Ability to adapt to change with a high level of resilience.
* Ability to understand commercial business and strategy and its impact for learning
 | * Experience in managing budgets
* Proven people management skills
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| **Personal competencies and qualities** | * Excellent verbal and written communication skills
* High level of enthusiasm and motivation
* Ability to work individually or within a team and foster good working relationships
* Ability to work under pressure
* Excellent time management skills
* Highly organised
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