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| **Job Title** | Learning and Development Advisor |
| **Reports to** | Human Resources and Learning and Development Manager |

**Job Purpose**

The Learning and Development Advisor is responsible for supporting the HR & L&D Manager in the development and delivery of learning interventions primarily for Operations staff and with school-wide development and delivery of L&D programmes and appraisal processes. In addition, you will also support with a variety of school wide initiatives and projects, such as induction and onboarding processes. You will work closely with the wider HR team and support with some generalist activities as and when required.

**Principal Accountabilities**

* Working with the HR & L&D Manager to support with the design, development and delivery of the school’s Learning and Development strategy;
* Delivering the L&D strategy, including managing the logistics, relationships with suppliers, administration and evaluation of training programmes;
* Working with the Director of Compliance to design and deliver training for regulatory, HR and compliance related activities;
* Working with the school’s external coaching providers and conflict resolution partners to ensure delivery of agreed learning interventions and programmes;
* Identifying appropriate external training providers to partner with and acting as their key contact;
* Undertaking regular and rigorous evaluation of training programmes, both those provided internally and externally by third party suppliers. This includes producing data to help monitor and determine the effectiveness of training courses;
* Overseeing the logistics for courses and events and working closely with the L&D Administrator, ensuring that these are processed effectively to deliver the best possible service to the school and individuals;
* Working with the L&D Administrator to ensure that the Learning Management System (Essential Skillz) is current and accurate with up to date training records;
* Acting as a central point of contact for L&D queries;
* Keeping abreast of the latest learning and development products and approaches;
* Supporting the wider HR team with generalist activities and the delivery of departmental and school projects as and when required;
* Commitment to and promotion of equality, diversity and inclusion;
* All positions at Eton are classed as ‘regulated activity’ as per the Keeping Children Safe in Education 2023 guidance, therefore a good understanding of safeguarding procedures is essential;
* Commitment to safeguarding and promoting the welfare of children, including but not limited to, completing safeguarding training as required, and ensuring any safeguarding updates issued by the College are read and understood;
* Understand and comply with procedures and legislation relating to confidentiality.

Learning and Development activities in relation to Operations Staff

* Supporting the HR & L&D Manager in assessing individual, departmental and organisational learning and development needs, by analysing data and key metrics where relevant to decipher wants from needs;
* Driving a culture of continuous professional development (CPD), and supporting in creating individual CPD pathways by role and, where relevant, by individual;
* Overseeing a programme of regular performance reviews and development conversations;
* Working collaboratively with the wider HR team to design and curate course content and associated learning materials for training and bespoke development programmes – making sure all materials are on-brand, ready for courses and easily accessible;
* Supporting the development of and the ongoing process of on-boarding and induction for new starters, and for existing staff transitioning into new roles;
* Working with the wider HR team and relevant internal stakeholders to develop our approach to apprenticeships, to support in ensuring the school is using the apprenticeship levy in the most effective way possible.

Learning and Development activities in relation to teaching staff

* Supporting the HR & L&D Manager with the development and delivery of professional development which is relevant to both Operations and Teaching staff, in line with L&D strategic priorities;
* Supporting the administration and logistics of Masters’ appraisals and associated professional development activities as required.

**Skills and Competencies Required**

To be successful in this role you will need:

* Demonstrable experience of designing effective training programmes that have met the needs of businesses you have worked for;
* Demonstrable experience of building relationships with external suppliers;
* Experience of working as both an HR generalist, independently undertaking employee relations activities (at HR Advisor level), and in a learning and development focused role (this may have been part of previous generalist duties);
* Excellent written and verbal communication skills and the proven ability to quickly build credible relationships with key stakeholders;
* The ability, demonstrated through experience, of acting as a super-user for Learning Management or HRIS systems.

It would be desirable if you also possess:

* Experience of designing development programmes;
* Experience of effectively using blended learning strategies and designing bespoke approaches to meet the needs of participants;
* Experience of using Essential Skillz.

You may enjoy this role if:

* You are passionate about making the most of people’s talents and developing them to their full potential, and you have the ability balance this with a clear understanding of what the school requires;
* You are happy dealing with ambiguity and you want the challenge of supporting in the creation of a new learning and development provision which meets the needs of a diverse range of staff;
* You are keen to be involved in a variety of HR generalist activities alongside L&D, and you are capable and confident managing employee relations issues, such as disciplines, grievances, flexible working applications etc.;
* You’re flexible and organised – you’ll have to juggle lots of competing priorities so you’ll enjoy having lots of different tasks on the go, and you’re able to organise your time and to prioritise your to do list so nothing slips through the cracks;
* You’re a great communicator – you enjoy engaging with a variety of different people, you’ll always try to meet face to face or pick up the phone rather than email, and you are skilled at conveying complex information in a way that’s easy to understand;
* You’re happy to get stuck in and handle the administration and less glamorous tasks, as well as the more complex and visible ones;
* You are a confident and articulate presenter, and you are not afraid to deliver training yourself where appropriate;
* You enjoy working in a team – we’re a small team and we enjoy spending time together. We support each other as much as we can meaning we get involved in lots of different tasks, you’ll be keen to operate in the same way we do, and you’ll volunteer to get involved.

**Potential Career Progression**

There is the scope to move sideways into a fully generalist HR Advisor position and, with time, experience and a suitable vacancy, vertically into the HR & L&D Manager role.

**Disclosure Checks**

**Eton College is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including, but not limited to, reference checks with past employers, an Enhanced Disclosure from the Disclosure and Barring Service (including Barred List information), an online search and, where applicable, Prohibition checks. If you are successful in your application, you will be required to complete a DBS Disclosure Application Form.  Any information disclosed will be handled in accordance with any guidance and/or Code of Practice published by the DBS. The College is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered as “spent” under the Act) must be declared, subject to the DBS filtering rules. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the College.**