



Learning and Development Advisor

Level:	Grade 8
Team:	People and Culture
Line manager:	Training Operations Manager

About the job

- Consult and work with colleagues and managers on key change initiatives and learning and development programmes, including accredited learning and certifications and agree and deliver appropriate bespoke solutions.
- Design and deliver effective learning and development initiatives to maximise the potential and contribution of all colleagues.

You'll be trusted to

- Establish effective working relationships with managers and colleagues at all levels across the organisation to provide guidance and appropriate development solutions to support Vico Homes in achieving its corporate objectives and goals.
- Identify, design, deliver and evaluate colleague development programmes and activities for specific projects/ programme areas and Service Areas, to enable Vico Homes to achieve corporate strategic objectives and team plans in line with our Vision. Incorporating embedding of learning and development and change initiatives within the workplace.
- Manage the training programmes including service specific areas and corporate priorities. This includes the development, implementation, and evaluation processes to ensure that all areas of funding are obtained where available, and programmes meet awarding body criteria.
- Manage Accredited Training Programmes, for example, NVQ, IOSH and Pearson Vue (CSCS Card) Testing Centre to ensure that quality assurance policies of the awarding bodies are met including leading and management of External Verification Inspections, providing statistical and evaluative information where required.
- Deliver and assess externally accredited qualifications such as IOSH Managing Safely qualifications and the NVQ Level 4 in Site Supervision.
- Represent Vico Homes at external groups, organisations and networks and liaise with internal representatives, including managers, of the service areas to ensure that information and good practice is exchanged and well maintained.
- Provide career guidance, support and advice to colleagues at all levels, including apprentices and work experience placements in achieving their work and career goals by identifying learning and development opportunities.

Who you'll work with

Internal: Managers and colleagues.

External: External Training Providers, Higher / Further Educational Establishments, Professional Institutions, Housing Organisations and construction companies.

Our values

At Vico Homes our values drive us and run through everything we do. We're looking for someone to join us who can live those values like we do.

We are:



The Specifics

This section identifies the qualifications, skills and behaviours needed for an effective performance. Using these clarifies the personal qualities and workplace behaviours expected of the post.

Personal Skill Characteristics	Essential (Tick)	Desirable (Tick)	Method of Assessment (Code list below)
Qualified to or willing to work towards CIPD Level 7 through academic study or PGCE at a minimum of Level 6	✓		AF / I / CQ
A trade/construction qualification at Level 3	✓		AF / I / CQ
Excellent project management, planning and organisational skills and ability to prioritise workload to meet deadlines	✓		AF / I
Ability to present colleague development material effectively	✓		AF / I
Ability to design colleague development events, programmes and courses	✓		AF / I
Ability to lead and co-ordinate groups effectively	✓		AF / I
Ability to write reports and co-ordinate administration procedures thoroughly and accurately	✓		AF / I

Personal Skill Characteristics	Essential (Tick)	Desirable (Tick)	Method of Assessment (Code list below)
Experience in networking and effective communication with stakeholders at all levels internally and external to the organisation	✓		AF / I
Ability to present information enthusiastically and facilitate group discussion or action	✓		AF / I
Must be able to work flexibly to meet the needs of the service and organisation	✓		AF / I
Excellent communication and motivational skills with colleagues and managers at all levels internally and external to the organisation	✓		AF / I
A 'team player' who wants to contribute to the team's goals	✓		AF / I
Hold a full valid UK driving licence with access to a vehicle and the ability to travel throughout the Vico Homes operating area as required on a daily basis	✓		AF / CQ
May be required to work outside normal office hours on occasion	✓		AF / I
Assessor Award and Internal Verifier Award		✓	AF / I / CQ
Experience of managing people in a range of situations		✓	AF / I
Knowledge of the delivery of NVQ, IOSH, Pearson Vue Testing or other accredited awards, including quality assurance systems and external verification processes		✓	AF / I
Experience of managing externally funded training programmes		✓	AF / I
Experience of partnership working		✓	AF / I
Experience of working in a housing operational environment		✓	AF / I
Proven ability to develop large scale learning and development initiatives		✓	AF / I
Knowledge of the delivery of learning and development programmes and associated funding initiatives		✓	AF / I
Ability to influence colleagues, managers and other stakeholders		✓	AF / I
Experience of coaching colleagues and managers to improve their performance		✓	AF / I

Key

AF - Application Form

I - Interview (this may include a presentation and occupational test where appropriate)

CQ - Certificate of Qualification