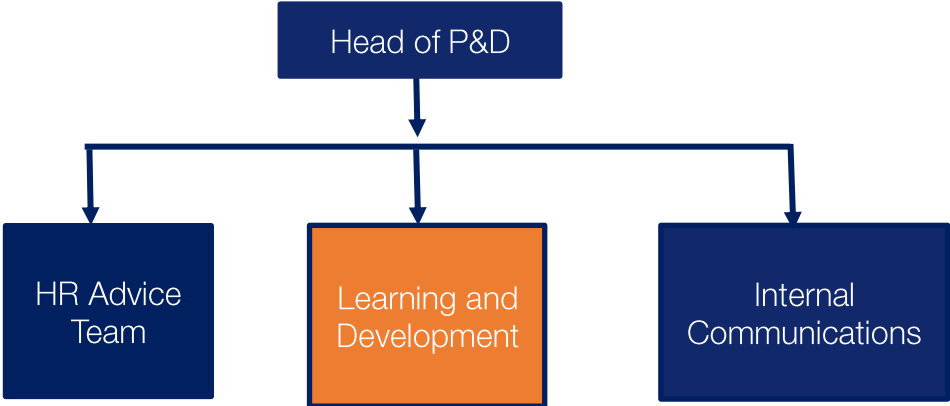
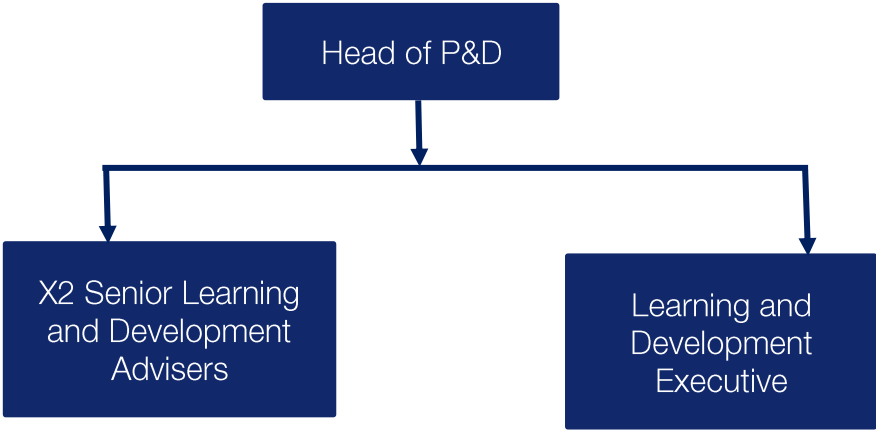


<p>Job Title Senior Learning and Development Adviser (Maternity Cover)</p>	<p>Directorate and team This role sits in the Learning and Development team in the People and Development section of the People and Organisational Development directorate</p>
<p>Key Focus of the Role This role analyses and offers insights about what we do and how we do it and identifies opportunities for us to develop at an individual and organisational level. It involves design and delivery of training events both virtually and face to face, selection and management of external training providers, consultancy to colleagues and managers and manages the internal application for funding process. The role looks across the organisational ‘system’. The role holder notices and is curious.</p>	 <pre> graph TD A[Head of P&D] --> B[HR Advice Team] A --> C[Learning and Development] A --> D[Internal Communications] </pre>
<p>Key deliverables</p> <ul style="list-style-type: none"> • Provide expert advice on learning and organisational development • Contribute to our organisational development plans • Lead on the delivery of our two-day corporate induction event • Design and deliver a range of management and personal effectiveness training events and team days, • Manage the application for funding process 	 <pre> graph TD A[Head of P&D] --> B[X2 Senior Learning and Development Advisers] A --> C[Learning and Development Executive] </pre>
<p>Contractual information</p> <ul style="list-style-type: none"> • Contract type: Fixed Term (12 months, maternity cover) • Hours: Full time (35 hours) • Pay range: Band 4 	
<p>Key working relationships internal All employees within Diabetes UK, specific relationship with colleagues in HR and internal communications roles in the People and OD directorate, colleagues who run internal training events, managers in our Leadership Forum</p>	
<p>Key working relationships external External training providers, coaches and facilitators, our outsourced e-learning provider, external speakers who support our internal ‘Knowing Diabetes’ programme, L&D professionals in other charities</p>	

All jobs at Diabetes UK are based on a 10-factor competency framework called the **What-How Framework**. We've listed the key activities you'll undertake and the skills, knowledge and behaviours you need to be successful in this role. We've summarised these using four key competency areas in each section, however once appointed, you are expected to meet the requirements of all 10 factors. We'll explain this to you during your induction period. All elements listed below are essential requirements unless shown as (desirable).

Key activities - What you need to do

Setting and delivering strategy and objectives	Building external relationships	Managing and developing others	Collaborating with others
<ol style="list-style-type: none"> 1. Manage the charity's application for learning and development funding to ensure fair decisions are made with appropriate return on investment 2. Analyse and offer insights about how we work, at both a 'systems' and individual level to support our wider organisational development 3. Work with the Head of People and Development to embed our approach to technology enabled learning, including being the key contact with our external e-learning provider 	<ol style="list-style-type: none"> 4. Identify, select and manage external trainers, facilitators coaches and venue managers to support agreed development programmes 	<ol style="list-style-type: none"> 5. Design and deliver a range of personal effectiveness and management development training modules and team days virtually and face to face 6. Co-ordinate and act as a trainer and coach on our Explore, Discover, Choose programmes for more junior colleagues 7. Lead on the delivery of our two-day corporate induction programme and co-ordinate our Knowing Diabetes programme of events 	<ol style="list-style-type: none"> 8. Work with individuals and line managers to agree individual and team development plans 9. Provide advice and guidance to all colleagues about the best ways to develop their skills and knowledge 10. Work with colleagues across the People and Organisational Development directorate to ensure we have an accurate picture of how people experience working in the charity and the effectiveness of our ways of working

Skills, knowledge and behaviours - How you need to do it

Setting Strategy and Objectives	Managing and Developing Others	Communicating with others	Improving delivery
<ol style="list-style-type: none"> 1. Manage multiple priorities to ensure work is completed to a high standard, with strong attention to detail and within agreed deadlines 2. Agree measureable learning objectives for all L&D and organisational development activities to support effective design and evaluation 3. Manage projects, confidently making decisions about how to keep all related activities on track and ensuring you have the necessary resources 	<ol style="list-style-type: none"> 4. Demonstrate a strong commitment to diversity and inclusion in the way you work with others, especially in the design and delivery of training events 5. Design, deliver and evaluate training and organisational development interventions, showing a sound understanding of theories around how people learn and creativity in approach 6. Use digital platforms and tools confidently to support the development of skills and knowledge 	<ol style="list-style-type: none"> 7. Skilfully choose the most appropriate style of communication for different situations, adapting to the needs of others 8. Confidently raise sensitive matters with others and be brave in challenging others to help them identify when they have become stuck in their thinking 9. Use coaching techniques to help individuals to find solutions for themselves 	<ol style="list-style-type: none"> 10. Notice what we do and how we do it, analyse and draw learning from this and propose solutions about how we further develop our organisational effectiveness.

Qualifications you need to carry out this role

A CIPD Level 5 or 7 qualification or coaching qualification would be desirable but not essential for this role
 An SDI (Strengths Deployment Inventory) facilitator accreditation would be desirable but not essential for this role.