

## JOB DESCRIPTION

TITLE	<b>Learning and Development Advisor</b>
PAY BAND	<b>Band 5 equivalent – fixed salary £28 000 WTE 30 or 37.5 hours a week</b>
REPORTS TO	<b>Workforce Lead</b>

### 1. JOB SUMMARY

The post holder will provide a comprehensive service to the Hospice Management Team to deliver, enable and enhance learning and development activities at East Cheshire Hospice for our staff and volunteer workforce.

### 2. KEY RESPONSIBILITIES

- Liaise with departmental leads to understand training requirements and work with external providers/ partner organisations (including the NHS) to meet the current and future needs of the Hospice in a cost effective way – staff and volunteers;
- Conduct own research and work with other Hospices, the NHS and similar organisations to develop and share best practice to support team and individual learning;
- Establish, publish and maintain a training calendar of events (delivered by both internal/ external providers) for staff and volunteers;
- To establish, communicate and maintain appropriate administration and recording of training and development activities across the Hospice.
- Establish appropriate e learning and administer the Hospice e-learning system for statutory/ key training;
- Generate statistics and reports on training activity as and when required;
- To collate information on the evaluation of training from evaluation forms and monitor responses on evaluation via a database and produce regular reports as and when required;
- Ensure that Hospice Intranet is kept up to date with information and resources relating to funding and sponsorship e.g. prospectuses, timetables and application forms, information on partner organisations.

### 2.) The Hospice Induction/ Preceptorship and Placement Programmes

- To be responsible for the planning of the 1 week hospice induction programme, corporate induction and engagement meetings, liaising with line managers and other key individuals as appropriate;
- To support departmental leads in the planning and support processes for newly qualified staff, new entrants to the workplace and apprentices;

- To support departmental leads in the planning and support processes for those on placement from universities/ NHS trusts;
- To be responsible for sending out timetables and information regarding induction;

### 3.) Career Pathways

- Develop apprenticeship strategy and initiatives (known as Care Academy), to ensure ECH is meeting it's commitments particularly in relation to nursing, Care and AHP apprenticeships.
- Navigate competing demand for placement activity, liaising and negotiating internally and externally as appropriate.
- Ensure a good understanding of the wider development agenda/drivers, taking into account resulting impact on services (for example Care Certificate mentors, preceptors, competency sign-off support).

### 4.) General Administration

- To assist with the administration of internal/ external training events including processing bookings, sending out confirmation to staff and preparing attendance lists if required;
- Design and distribute certificates when required to those who have successfully completed the training;
- To advertise training and development opportunities or information to staff via e-mail, letter, posters, newsletters and telephone;
- Any other relevant duties as delegated.

## Person Specification

AREA	ESSENTIAL	DESIRABLE (for grading purposes this information is not taken into account)
Qualifications	<ul style="list-style-type: none"> <li>• Minimum Level 4 qualification in HR, Business or Adult Education or equivalent role related experience</li> <li>• A good standard of education to GCSE level maths &amp; English Grade C or above or equivalent</li> <li>• A willingness to undertake further training and/or qualifications</li> </ul>	<p>A qualification in teaching and learning would be an advantage.</p>
Experience/ Knowledge	<ul style="list-style-type: none"> <li>• Minimum 2 years' experience in a similar role</li> <li>• Good understanding of healthcare educational functions and structures</li> <li>• Experience in managing and administering education resources</li> <li>• Experience in working to objectives and deadlines</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in managing a budget and monitoring financial information</li> <li>• Experience of</li> </ul>

	<ul style="list-style-type: none"> <li>• Experience in co-ordinating large-scale events i.e. conferences, induction, training</li> <li>• An understanding of providing support to highly skilled professionals – nurses, doctors.</li> <li>• Experience of supporting and developing programmes to support apprentices.</li> </ul>	managing external training providers/suppliers and contracts
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to make decisions under pressure</li> <li>• Ability to prioritise workload and manage multiple tasks simultaneously</li> <li>• Ability to network, influence, negotiate and build good working relationships</li> <li>• Ability to manage highly complex, sensitive or contentious issues/situations.</li> <li>• Advanced keyboard skills and IT literate including advanced: Word, PowerPoint Excel, E-mail and internet</li> <li>• Good analytical skills and the ability to present data verbally and in written form.</li> <li>• Thorough attention to detail, accuracy and presentation of information, especially when working to deadlines</li> <li>• Excellent verbal communication skills, face-to-face and telephone</li> <li>• Ability to support and develop new and existing team members</li> </ul>	
<b>Attributes</b>	<ul style="list-style-type: none"> <li>• Interest in Learning and Organisational Development</li> <li>• Commitment to quality and customer service</li> <li>• Strong evidence of personal and professional integrity with behaviour and approach aligned to Trust values</li> <li>• Resilient</li> <li>• Team Player</li> <li>• Multi-tasker</li> <li>• Independent thinker</li> <li>• Good time keeper</li> <li>• Tactful and diplomatic</li> <li>• Will act as an Ambassador for the Hospice at all times</li> </ul>	
<b>Additional requirements</b>	<ul style="list-style-type: none"> <li>• Ability to work across sites</li> <li>• Flexibility to work outside core hours when necessary</li> <li>• Ability to carry out light moving and handling duties e.g. meeting room setup and equipment transfer.</li> </ul>	