



Cumberland Council

Post Specification

Date	06.02.2024
Post Group Number	6870
Post Title	Organisational Development and Workforce Training Facilitator
Job Family	Organisational Support
Job Family Role Profile	OS9
Final Grade	9

To be read in conjunction with the job family role profile

Service Area description

The Organisational Development and Workforce Training professional service advises and supports in the implementing of effective change and the enhanced capabilities of the organisation, through its training and development programmes and opportunities provided to ensure the council has a skilled workforce to meet the needs of the people of Cumbria.

Purpose of this post

To assist with planning and deliver of organisational development and training through the facilitation of blended learning solutions which include e-learning programmes that meet organisational priorities and enhance skills and performance of individuals and teams and support change within the organisation.

To support the facilitation within a specialist area as necessary within Care Services.

To make and implement recommendations and advise on policy, business services or process development in line with national and regulatory guidelines.

Key job specific accountabilities

1. To work collaboratively with the service and team managers in order to identify, develop, deliver and evaluate effective solutions for learning
2. To develop and deliver development sessions for staff from all areas of the Council ensuring achievement of learning objectives.
3. To work with the service and team managers to identify and develop innovative new models of delivery. In order to ensure that the Council's training and development offer remains current and in support of the workforce ambitions of the council.
4. To ensure the training and development interventions are of a high quality and appropriate. This includes:
 - The use of a range of teaching and learning methods including e-learning where appropriate
 - Ensuring an appropriate learning environment
 - Using high quality resources and learning materials

Please note annual targets will be discussed during the appraisal process

Key facts and figures of the post

Budget Responsibilities	• Responsible for ensuring effective resources are available to support learning activities • Responsible for ensuring learners have access to appropriate resources
Staff Management Responsibilities	• None
Other	• Maintain continuing professional development

Essential Criteria - Qualifications, knowledge, experience, and expertise

- Level 3 Award in Education and Training
OR
- Specific specialism services required qualifications e.g. Care Services
OR
- NVQ 3 or 4, or NQF Level 4 or 5, or equivalent.
- Knowledge of the procedures and approaches relating to the delivery of learning and development and an understanding of general organisational procedures, regulations and legislation, as applicable.
- Thorough understanding of learning and development and able confidently to give considered advice both within and outside the organisation.
- Detailed knowledge of learning and development.
- Experience of developing, delivering and evaluating learning and development solutions
- Experience of supporting, training, facilitating and coaching/mentoring staff in the workplace environment
- Experience in identifying the individual development needs of staff
- Experience of negotiating learning aims with group and individual learners
- Experience of carrying out learning assessment
- Experience of providing Information, Advice and Guidance in a workplace context
- Experience of evaluating the impact of learning interventions in order to inform future practice
- Knowledge of policy and procedure development and application.
- Need to understand the 'how and why', and not just the 'what'.
- Interpersonal skills.
- Capability to plan.

Disclosure and Barring Service – DBS Checks

- This post does not require a DBS check.

Job working circumstances

Emotional Demands	• Specialist areas some risk assessment required
Physical Demands	Normal
Working Conditions	• Ability to travel within Cumbria, balanced with homeworking.

Other Factors

- Hold a valid driving licence and provide a car for work – essential user allowance paid.
- Ability to work outside of normal office hours as and when required.
- To model and display the Councils behaviours and values.