

## Post Specification

|                                |                                                                      |
|--------------------------------|----------------------------------------------------------------------|
| <b>Date</b>                    | <b>March 2024</b>                                                    |
| <b>Post Group Number</b>       | <b>PG 8178</b>                                                       |
| <b>Post Title</b>              | <b>Organisational Development and Workforce Training Facilitator</b> |
| <b>Job Family</b>              | <b>Organisational Support</b>                                        |
| <b>Job Family Role Profile</b> | <b>OS9</b>                                                           |
| <b>Final Grade</b>             | <b>Grade 9</b>                                                       |

**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 delivery of organisational development and training through the facilitation and coordination 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 make and implement recommendations and advise on policy, business services or process development in line with national and regulatory guidelines.

### Key job specific accountabilities

- To work collaboratively with the service and team managers in order to identify, develop, deliver and evaluate effective solutions for learning.
- To develop and deliver development sessions for staff from all areas of the Council ensuring achievement of learning objectives.
- To work with the service and team managers to identify and develop innovative new models of delivery to ensure that the Council's training and development offer remains current and in support of the workforce ambitions of the Council.
- 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 material
- To be responsible for effectively coordinating agreed learning solutions, working closely with the OD and Training Partners.
- To ensure you maintain your CPD for relevant subjects such as IOSH, Manual Handling.
- To support the HR/OD team to gather, build and submit evidence to work towards the better health at work award.

**Please note annual targets will be discussed during the appraisal process**

**Key facts and figures of the post**

|                                          |                                                                                                                                                                                                                                 |
|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Budget Responsibilities</b>           | <ul style="list-style-type: none"> <li>• Responsible for ensuring effective resources are available to support learning activities</li> <li>• Responsible for ensuring learners have access to appropriate resources</li> </ul> |
| <b>Staff Management Responsibilities</b> | <ul style="list-style-type: none"> <li>• N/A</li> </ul>                                                                                                                                                                         |
| <b>Other</b>                             | <ul style="list-style-type: none"> <li>• N/A</li> </ul>                                                                                                                                                                         |

**Essential Criteria - Qualifications, knowledge, experience and expertise**

- Level 3 Award in Education and Training.
- Specific specialism services required qualifications e.g. Health and Safety
- 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.
- High level of technical skills, including the ability to write e-learning courses.
- 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 and coordinate.

- Attention to detail.

#### Disclosure and Barring Service – DBS Checks

- This post requires does not require a DBS check.

#### Job working circumstances

|                    |                                                |
|--------------------|------------------------------------------------|
| Emotional Demands  | Specialist areas some risk assessment required |
| Physical Demands   | None                                           |
| Working Conditions | Ability to travel as required by the role      |
| Other Factors      |                                                |
| •                  |                                                |