

Job Description

<b>Role Title</b>	<b>Learning &amp; Development (L&amp;D) Manager</b>		
<b>Directorate &amp; Team</b>	People team & Operations team		
<b>Line Manager</b>	Head of People Operations		
<b>Job family &amp; Category</b>	Technical Specialist & Senior Technical Specialist		
<b>Perm/ Fixed Term</b>	Permanent		
<b>Job Purpose</b>	To lead, develop and design an L&D strategy and framework for the organisation. Providing learning initiatives that will enhance our peoples' experience at Energy Saving Trust and will support our personal growth strategy for technical & specialist training, continued professional development and personal employee growth.		
<b>Resource Management Responsibilities</b>	<b>Budget/ Equipment Accountabilities</b> Yes	<b>People (EST) Accountability</b> Yes	<b>Contractor Accountability</b> Yes
<b>Critical Accountabilities</b>	<p>This role will:</p> <ul style="list-style-type: none"> <li>▪ Design and deliver an L&amp;D strategy and framework which meets the needs of our people and engagement strategy.</li> <li>▪ Design and develop core programmes and initiatives to further improve skills across the organisation with a concentration on our management and leadership roles.</li> <li>▪ Conduct annual training needs analysis to scope what our future L&amp;D needs are.</li> <li>▪ Work closely with the people team to successfully respond to training needs for individual development plans and organisational compliance e.g., capability, upskilling and governance.</li> <li>▪ Develop and deliver training courses, e-learning, workshops etc as necessary.</li> <li>▪ Follow a procurement process to acquire training provider partnerships to develop and deliver required programmes to our people. Ensuring their training is aligned with our organisational strategy, values, systems, and processes.</li> <li>▪ Manage external relationships with our stakeholders.</li> <li>▪ Track budgets and negotiate with suppliers as necessary.</li> <li>▪ Work in collaboration with the Diversity &amp; Inclusion Lead to ensure that diversity, equity, inclusion and accessibility are considered as part of the development and delivery of L&amp;D</li> </ul>		

	<p>options.</p> <ul style="list-style-type: none"> <li>▪ Collaborate with people business partners on succession, personal development planning and talent development to create synergy between our L&amp;D provision and what our people need to grow their careers.</li> <li>▪ Be the key contact for L&amp;D in the organisation and ensure all individuals have the necessary support and advice to maximise their personal growth in the organisation.</li> <li>▪ Develop evaluation measures to demonstrate the value of L&amp;D interventions for the organisation that clearly show return on investment for senior leader and board reporting.</li> <li>▪ Line management and support of the training scheme development manager and any future L&amp;D roles.</li> <li>▪ Undertake other activities as required to support the overall delivery of the people strategy.</li> </ul>
<p><b>Knowledge, skills and qualifications required</b></p>	<p><b>Must have:</b></p> <ul style="list-style-type: none"> <li>▪ Experience of designing and delivering an L&amp;D strategy and framework.</li> <li>▪ Demonstrable experience of designing and delivering successful and impactful learning initiatives – including management or leaderships.</li> <li>▪ Proven success in development and delivery of training courses in-house both in person and virtually.</li> <li>▪ Proven ability to build rapport and effective working relationships with colleagues at all levels.</li> <li>▪ A can-do attitude approach with exceptional communication skills.</li> <li>▪ Proven experience of using insights and data, alongside organisational strategy, to inform an organisation’s learning and development strategy.</li> <li>▪ Experience of digital learning and complementary learning techniques for varied audience groups.</li> <li>▪ Strong analytical and inquisitive skillset, with the energy and capacity to turn recommendations into deliverable, measurable action plans.</li> <li>▪ Ability to work in a fast-paced environment, prioritising your personal workload and always delivering on time and to budget.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>▪ CIPD qualified to at least Level 5 in Learning and Development or equivalent experience</li> <li>▪ Passion for developing and supporting people in an inclusive way towards reaching their full potential.</li> <li>▪ People management experience.</li> </ul>