



JOB DESCRIPTION

Learning & Organisational Development Officer

Salary:	Grade 5 Full-time salary £21,589 - £23,836 (pay award pending w.e.f. 1/4/2020)
Terms and Conditions:	NJC for Local Government Services Access to the Local Government Pension Scheme
Responsible to:	Head of Learning & Organisational Development

Job Purpose

To help shape and support the local government workforce development approach through working collaboratively with local authorities and other public-sector and not-for profit organisations in the region. This is an opportunity to contribute to workforce development in a range of large complex organisations, providing advice and expertise on the development of individuals and supporting collective approaches to initiatives such as End-Point Assessment for Apprenticeships.

Key Responsibilities

1. Build and manage effective relationships with a range of organisations to support them in delivering workforce development initiatives.
2. Develop a range of Learning and Organisational Development activities to help organisations improve performance (in-house courses, one-off conferences, annual events and training programmes and qualifications).
3. Contribute to the delivery of the apprenticeship end-point assessment (EPA) service, working with the customers and with assessors to support the Head of Learning and Development in growing this area of the business. Liaise and help steer the SW Councils' Business Management team in delivering administrative support for EPA.
4. Deliver a range of Learning and Organisational Development activities (facilitation, training, assessment etc.).

5. Contribute towards the monitoring of key performance indicators and to the income generating activities of SW Councils.
6. Support the Head of Learning & Organisational Development to ensure ongoing Awarding Organisation quality assurance and Ofqual compliance for regulated and non-regulated qualifications.
7. Contribute to the communications and information sharing agenda of SW Councils through contributions to blogs, newsletters, social media etc., with a particular emphasis on learning and development.
8. Undertake any other duties required in support of the South West Councils Business Plan.