



Job Description

Location:	Edinburgh
Salary:	£30,534- £32,909 per annum (£15.66 - £16.88 per hour)
Working Hours:	37.50 hours per week
Special Conditions:	Occasional travel across Scotland
Contract:	Permanent
Annual Leave:	33 days (inclusive of Public Holidays) per annum
Start Date:	To be negotiated upon successful pre-employment checks

Job Summary

This exciting new post within Penumbra will realise the most of our people's talents and developing them to their full potential is the core purpose of the Learning and Development Manager. You will be passionate about supporting and assisting our people learn and better themselves, ensuring our people are trained and skilled, enabling them to provide a first rate service to our supported people. Equally tied to this will be a strong focus on not just what the learner desires but what the organisation needs from a strategic perspective, enabling the values of Penumbra and driving a positive culture across the organisation. You will be capable of both assessing training needs, crafting learning content, implementing it and measuring the impact. Presentation skills, diplomacy and the ability to influence senior management are essential if you are to thrive as an L&D manager.

Responsibilities

- Assess both Organisational, Service and individual, learning and development needs.
- Analyse key people data and liaise with the senior management and HR to decipher wants from needs.
- Identify skills gaps; develop the organisational learning and development strategy, assessing current and future learning needs, strategies for skills development.
- Develop, maintain the organisational training schedules/plans/pathways.
- Identify priorities and manage budgets in line with priorities.
- Design, deliver, maintain and support a management-training programme relevant to the organisation.

- Curate learning content and assess relevant learning and development options to deliver enabling objectives in support of service delivery.
- Consider relevance of blended learning options such as coaching, mentoring, on-the-job training, classroom training, e-learning and simulation. Make recommendations to decision makers.
- Ensure compliance with statutory body requirements.
- Deliver learning and development strategies.
- Co-ordinate the logistics of training sessions.
- Identify external training partners, apply due diligence and maintain meaningful partnerships.
- Evaluate success of learning interventions and report to senior management.
- Keep abreast of latest learning and development trends, products and approaches.
- Maintain and update the L&D Training database
- Update senior management and decision-makers on latest thinking and upcoming trends that will support, progress, enhance and enable our L&D capabilities.
- Ensure there is a positive collaborative link between the Learning and Development and Practice Development functions, thus supporting operational output.

Person Specification

Qualifications	<p>Essential</p> <ul style="list-style-type: none"> • Undergraduate degree or equivalent experience. • CIPD Qualified. • Membership of the CIPD.
Knowledge and Experience	<p>Essential</p> <ul style="list-style-type: none"> • Recent proven success in L&D Management role. • Previous experience of managing learning and development initiatives to enable organisational objectives. • Experience of designing, implementing and evaluating a variety of training solutions. • Adept at influencing others, problem solving and offering pragmatic solutions. • Analytical and reporting skills is preferred. <p>Desirable</p> <ul style="list-style-type: none"> • Firm knowledge of the Health and Social care sector.
Core Competency - Working with Others	<p>Essential</p> <ul style="list-style-type: none"> • Is reliable and flexible within the team. • Builds and maintains robust and co-operative relationships with team members and colleagues throughout the organisation. • Supports an organisational culture in which individuals are treated with dignity and respect. • Supports the Organisation, Services and People in achieving their goals through positive L&D relations.
Core Competency - Learn and Apply	<p>Essential</p> <ul style="list-style-type: none"> • Demonstrates commitment to keeping knowledge, understanding and skills up to date.
Core Competency - Communication	<p>Essential</p> <ul style="list-style-type: none"> • Strong Communication and organisational skills. • Ensures a high level of two-way communication with all stakeholders both internally and externally.
Core Competency - Managing Self	<p>Essential</p> <ul style="list-style-type: none"> • Is open to change and continually improving practice • Is skilled at remaining positive and finding solutions to overcome adversity. • Is able to explain and account for own practice.



Core Competency - Professionalism	Essential <ul style="list-style-type: none">• Maintains sound ethical and professional standards at all times.• Projects a positive image of Penumbra at all times.• Critically evaluates the Learning and Development strategy and takes active steps to ensure it is current, relevant and up to date.• Is proactive in positively supporting a culture, which underpins the values and standards of Penumbra in everything we do.• Delivers clear, realistic and timely plans to produce desired outcomes and ensures that appropriate action is taken to manage changes as they arise.
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Completed Applications should be returned to:

human.resources@penumbra.org.uk