



Role Description

Role Title: Specialist – Learning and Development

Location: Yeovil / Agile

Job Family: Specialist

Grade: 6-7

Main purpose of the Strategy and Commissioning Team

Delivering specialist Strategy & Commissioning services to internal and external customers, supporting the interpretation of ambition and vision into outcome focussed plans, strategies, projects and initiatives. Delivering our ambition by ensuring performance threads through everything we do and delivering a People Strategy that ensures we have the right workforce for our future. Communicating with our residents, businesses, partners, stakeholders and our staff is also critical to these roles.

Specialist Key tasks

Grade 6

- To provide specialist, professional support to the organisation.
- Provide specialist strategic advice and capability, keeping up to date with current best practice, changes to policy and legislation to ensure continuous development and improvement in the Strategy & Commissioning function.
- Being accountable for complex or contentious tasks and/or projects, liaising with external agencies and partners including Members, other public sector bodies etc.
- Support, guide and advise other colleagues within Strategy & Commissioning.
- Prepare and present reports to council committees and other internal and external meetings as required.
- Ensure personal, professional development is maintained to the required standards.
- Contribute to reducing demand by building prevention and an enabling approach into all areas of work as appropriate.
- Act as a champion for Strategy & Commissioning, providing business partnering to other area(s) of the organisation - advising, educating, acting as a buddy, and supporting knowledge transfer to enable the organisation to maximise performance.
- Promote equality of opportunity in all aspects of the role in line with corporate policies, training and procedures.





- Promote a culture that is supportive of the Council's purpose, aims and values, and to take all reasonable steps to maintain good employee relations.
- Staff are encouraged to participate fully in promoting a safety culture to protect the safety and health of themselves, colleagues and other people affected by the Council's activities.

Grade 7 - In addition to the tasks outlined above, a Grade 7 post will be expected to:

- Ensure that work streams, tasks and projects are managed and completed at the appropriate level (within specialist teams and case services).
- Specify, develop and manage projects and initiatives that support delivery of Council objectives.
- Ensure compliance with statutory regulations, legislation, professional codes of practice and adherence to Council policies.
- Ensure and develop appropriate levels of quality and specialist knowledge with Case Officer colleagues.





Personal Specification

Professional and educational qualifications

Essential	Desirable
	An appropriate learning and development related qualification

Experience

Essential	Desirable
Strong learning and development background demonstrating professional competence / expertise in designing and delivering a range of learning opportunities	Working to develop high performing teams / team leadership
Preparation and presentation of strategic documents, strategies, policies or reports.	Involvement with digital skills
Experience of dealing with customers, businesses, and stakeholders.	Implementation of training needs analysis tools
Partnership working experience.	Mix of public and private sectors
Working in a matrix environment where cross team and corporate working are essential.	

Key Skills

Essential	Desirable
Project and/or change management	Able to exploit the use of new technology.
Ability to prioritise, meet deadlines and work effectively under pressure.	Negotiation skills
Good communication skills both written and verbal to include report writing, presentation and influencing skills.	Able to work with teams across an organisation to improve services.
Verbal reasoning	
Decision making and problem solving.	





Committed to high standards of performance and quality	
Team working	
Microsoft Office	
Flexible and resourceful	
Proficient in relevant IT applications	

Knowledge

Essential	Desirable
A good knowledge of the working practices and methodologies of modern organisational learning and culture	Good knowledge of terminology and acronyms used by service areas.
Equalities policy and procedures	
Broad knowledge of the Council systems and services	

