MALDON
DISTRICT COUNCIL

Learning & Development Lead (2688SI)

Job Title	**Learning & Development Lead**
Service Area	**Strategy & Resources**
Grade	**H**
Job Reference	**2688SI**

Reporting to	**Responsible for**
Head of HR	Not applicable

Team Purpose
• To support internal customers and to enable them to deliver through efficient and effective support for Learning and Development. • Provide strategic leadership and direction for learning and development and continuous professional development as a core enabler of the Council's workforce and organisational objectives. • Support the senior leadership team and wider organisation to deliver the Corporate Plan by translating strategic priorities into effective people strategies and solutions. • Act as a trusted, expert Learning and Development Lead to senior leaders and elected members, enabling effective decision making, risk management and organisational performance. • Champion a consistent, high-quality learning and development approach that balances organisational needs, employee wellbeing and good employment practice. • Promote a culture of professionalism, accountability, inclusion and continuous improvement across the workforce. • Ensure the Council meets its statutory, regulatory and ethical responsibilities in relation to employment, workforce governance and people management. • Work collaboratively across service boundaries to strengthen organisational resilience, capability and leadership capacity. • Take collective responsibility for delivering high-quality services to residents, businesses and communities through an engaged and effective workforce.

Role Purpose
• To provide professional, pragmatic learning and development support to allocated services, delivering timely advice and guidance that supports effective people management and organisational outcomes. • To oversee the Council's e-learning platform and ensure all relevant training courses are sourced and delivered for mandatory and special tailored courses. • Provide Induction and SMART (appraisal) documentation and training for Managers and all relevant employees.

- To provide administrative and coordination support to the HR Lead during the planning and implementation of change. To support in change management and employee relations processes
- To work within the Council and across Essex on relevant Local Government Review (LGR) training needs and ensure that these are delivered to those within our Council.
- To ensure compliance with the Corporate Plan, Work-force Strategy, employment legislation, council policies, procedures and good HR practice in all people-related activity.
- To enable the delivery of service priorities through proactive HR advice, coaching and early intervention on people matters.
- To be familiar with the Apprenticeship Levy and ensure that the Council use this to deliver training when available.
- To support and develop managers' capability and confidence in managing their teams effectively, fairly and consistently.
- To ensure that learning and development enquiries and continuous learning is managed efficiently.
- To contribute to Department changes, HR projects, initiatives and policy development aligned to workforce priorities and the Council's Corporate Plan.
- To be a role model for the service, demonstrating professionalism, integrity, resilience and compassion, with a strong focus on communication, continuous learning and wellbeing.

Key Accountabilities

Learning Strategy Development

- Design and implement and help deliver a comprehensive Workforce Strategy aligned with organisational goals and workforce needs.
- Use data to inform strategic decisions and demonstrate the value of L&D initiatives.
- Conduct regular training needs analyses to identify skill gaps and future capability requirements.
- Prepare and deliver regular reports and insights to the leadership team on learning outcomes, participation and impact when requested.
- Deliver training initiatives in preparation for the Local Government Review (LGR) and ensure this is linked with Learning and Development colleagues across the County.

Program Design and Delivery

- Develop, deliver, and evaluate learning programs, workshops, and e-learning initiatives across all levels of the Council.
- Ensure learning content is engaging, inclusive, and aligned with adult learning principles.

Stakeholder Engagement

- Partner with colleagues across the Council and HR colleagues to understand development needs and co-create learning solutions.
- Act as a trusted advisor to managers on learning pathways, career development, and performance improvement.

Leadership and Talent Development

- Lead the design and execution of leadership development programs and succession planning initiatives.
- Support high-potential employee development and career progression frameworks.
- Support initiatives that promote career development and internal mobility.

Measurement and Evaluation

- Establish metrics to assess the effectiveness and return of investment of learning initiatives.
- Use data and feedback to continuously improve learning offerings and delivery methods.
- Monitor and evaluate the effectiveness of learning programs using feedback and performance data.

Learning Technology and Innovation

- Stay current with L&D trends and innovations to bring fresh ideas into the Council.
- Utilise learning platforms and tools to deliver scalable and accessible training.

Compliance and Governance

- Ensure all mandatory training is delivered and tracked in line with the Council and regulatory requirements.
- Supporting the Health and Safety Manager to ensure compliance of safety critical training is met.
- Maintain accurate records and reporting for audits and compliance reviews.

Leadership and Development

- Lead by example fostering a culture of collaboration, innovation, and continuous improvement.
- Ensuring corporate induction is facilitated and maintained in line with corporate priorities and organisational structure.

Ways of Working	
Collaborative working	Demonstrate self-awareness and an understanding of the values of others to build effective working relationships. Develop and maintain relationships with both internal and external customers, interacting through multiple channels. Bring together individuals from different departments or areas of expertise to work on a shared goal.
Customer Service	Playing a leading role in championing the customer and a customer focussed approach to service delivery. Accessibility of learning for all customers is considered.

Ways of Working	
Supporting corporate projects	Provide input to service specific projects. Input to and implement strategies, policies, service and financial plans, to ensure statutory and corporate targets are met and provide best value for the council.
Performance	Provide staff with positive, guidance, coaching, direction, and motivation that harnesses the strengths and talents of individuals, achieves their maximum contribution to the organisation and promotes their personal development.
Budget management	Ensure the service budget is managed in accordance with legislation, Council policy and good practice, enabling best value for money for the Council.

Person Specification

Qualifications
Degree/relevant qualification and/or extensive work experience in specialist field. Management or professional qualification or qualified by strong relevant experience. Evidence of Continuous and Professional Development (CPD).

Knowledge, Skills, Ability, and Experience
Knowledge Strong understanding of adult learning principles, learning technologies and public sector learning. Knowledge of local government structures, policies and regulatory required related to workforce development. Familiarity with equality, diversity, and inclusion (EDI) principles in training design and delivery. Awareness of national and local government priorities, workforce planning, and public service values. Knowledge of learning management systems (LMS), e-learning tools, and blended learning approaches. Awareness of current trends and innovations in L&D, including digital learning, microlearning, and AI.

Knowledge, Skills, Ability, and Experience
Experience Proven experience in designing, delivering, and evaluating learning and development programs within a public sector or local authority setting. Experience conducting training needs analyses and aligning learning solutions with business objectives. Demonstrated ability to work collaboratively with service managers, HR teams, and external training providers. Experience in reporting learning outcomes and insights to senior leadership team. Background in facilitating workshops, briefings, or development sessions for a diverse workforce, including frontline staff and Members. **Skills and ability** Excellent communication and interpersonal skills, with the ability to engage and influence a wide range of stakeholders. Excellent planning and organisational skills, with the ability to manage multiple projects and deadlines. Analytical skills to assess learning effectiveness and use data to drive continuous improvement. Proficiency in using digital learning tools, content creation platforms, and data reporting tools (e.g., Excel, Power BI). Ability to translate strategic objectives into practical learning solutions that support service improvement. Ability to work independently and collaboratively in a complex, multi-stakeholder environment. Ability to adapt learning content and delivery methods to meet the needs of different roles and services. Ability to uphold confidentiality and demonstrate integrity in handling sensitive workforce information.

Special Requirements	
Emergency Planning	A requirement of this role will be to attend emergency planning training. The role holder will be required to support the Council's emergency planning response.

Special Requirements	
Election Duties	This post will, on occasion and with reasonable notice, be expected to assist with election duties as required and this will include working unsociable hours.
Political Restrictions	This role is not politically restricted.
Disclosure Barring Scheme	This role does not require a DBS.

Standard Terms	1. To comply with appropriate legislation, service and council policies. 2. All employees have responsibility under the Health and Safety at Work, etc. Act 1974. These responsibilities are laid out in the council's health and safety policy and procedures. 3. To support and be committed to the council's policy on safeguarding and promoting the welfare of vulnerable groups including, young children and adults and expects all staff and volunteers to share this commitment. 4. To support the council's equalities and diversity policies. 5. To operate within the council's IT policies and data protection rules and regulations. 6. To operate within the council's financial regulations. 7. Manage budgets and resources ensuring that they are deployed effectively with robust internal controls and compliance with relevant regulations, policies and guidelines. 8. To participate in internal committees and departmental working parties to ensure continuous improvement as required. 9. Any other reasonable duties as may be required from time to time

Competency Framework

Central to the delivery of the role are the council's values and behaviours and all employees are expected to work within the council's Competency Framework. These are shared by all employees and applied to everything we do. The points for each competency are shown below:

Maldon behaviours [competencies]:	
Core Competencies - All Workforce	
Communicating	Expressing information in the best way and timescales that ensure clarity and understanding and responding in the most appropriate manner.
Managing and Leading People	Providing direction and support to those we work with to ensure service excellence.
Customer Focus	Taking into account customer needs, striving to meet them and providing the best service to our customers and colleagues.
Planning and Managing Work	Planning and managing work to meet individual, team and service objectives whilst achieving quality and value for money.

disability confident EMPLOYER

Analysis and Problem Solving	Assessing and interpreting information in order to support work activities, identify issues and aid problem solving.
Initiative and Decision Making	Taking the right action, based on what we know and being responsible for what happens.
Developing Self	Committed to developing own skills, knowledge and abilities to enhance capability.

All employees are expected to be flexible in undertaking the duties and responsibilities attached to their role and may be asked to perform other duties, which reasonably correspond to the general character of their role and their level of responsibility. All employees are required to be flexible to undertake out of hours work as required, meetings outside office hours will be routine and officers will be expected to attend. This job description will be supplemented and further defined by annual objectives which will be developed in conjunction with the postholder.

This job description will be subject to regular review and the council reserves the right to amend or add to the details.

Key Policies

We are an equal opportunities employer and therefore all staff are expected to comply with our equality policies and help create a work environment in which everyone is treated with dignity, respect, courtesy and fairness. You are also expected to fully comply with health and safety policies and procedures in force to help maintain and develop a safe working environment. In pursuing a practice of continuous improvement and seeking to obtain best value in all aspects of the service, staff will be expected to assist in other such duties as may be allocated for the benefit of the organisation and their own personal development. Staff will be expected to assist if the council has to deal with the results of a civil emergency.

Signed (Job Holder):		**Date:**