

Learning & Development Advisor

Salary Range: £40,911 - £46,453

Grade: Level 3, Zone 2

Location: Camden offices

Reports to: Learning Lead



About the role

To help Camden become a true learning organisation, we need our learning expertise closely aligned with our Directorates, embedded within those teams and familiar with their learning needs and barriers.

This role provides critical support to the Learning Lead, in order to:

- ❖ ensure regulatory and compliance requirements are met
- ❖ support local learning development needs
- ❖ connect directorates with corporate learning initiatives and support

The role will be responsible for the end-to-end learning process – designing and facilitating the roll out of an agreed range of learning experiences to fulfil the strategic learning objectives of the directorate.

The workflow will include:

- Identifying and understanding learning needs
- Co-design and development of the learning experience or resources
- Sourcing trainers and facilitators
- Overseeing the learning event
- Evaluating the learning

The role will have a particular focus on supporting the Learning Lead to demonstrate how the Directorate is meeting all learning requirements linked to regulatory and legislative frameworks.

The primary tasks will include:

- ✓ Co-designing the learning experiences with colleagues in directorate
- ✓ Completing learning needs analyses
- ✓ Helping ensure relevant compliance with regulatory and legislative frameworks
- ✓ Supporting the involvement of experts-by-experience and staff from across the organisation
- ✓ To promote and enable peer-to-peer learning
- ✓ Embedding corporate-wide learning at a service level
- ✓ Keeping up to date with L&D best practice and sector specific context
- ✓ Playing an active part in Camden's Learning Community, sharing good practice and learning together to develop our Learning offer
- ✓ Supports the Learning Partner to implement learning strategy
- ✓ Experimenting with delivery methods
- ✓ Using data to track compliance, impact and continuously develop the programmes
- ✓ Managing & updating the L&D hub
- ✓ Collaboration and support with other Learning & development Advisors
- ✓ Raising Purchase Order

About you

You will be able to do some of these things well and be willing to learn new things:

- Provide expert advice to a range of stakeholders on learning and development, especially in relation to the Directorate services
- Actively maintain a body of technical and professional knowledge related to learning and development and use this to inform Camden's continuous improvement journey.
- Design and develop learning experiences and resources in a range of formats with the ability to engage, influence, curate and collaborate. Enable co-production of learning experiences with stakeholders
- When required lead on the procurement of external learning partners including negotiating, commissioning, contract management and payment arrangements.
- Schedule, resource and communicate arrangements for a variety of events at any given time.
- Evaluate learning impact and experience to continuously improve the programme
- Support the Learning Partner to ensure corporately developed programmes are adapted to fit the needs of the individual directorates
- Produce meaningful and accurate learning reports for stakeholders, partners and users. Present data and learning intelligence as required.
- Retain excellent knowledge of the services carried out by your directorate, and relevant regulatory and legislative contexts.
- Actively promote equality and understand how it impacts our learning offer.

Essentials skills for this role:

Digitally savvy and willing to learn to improve

Good interpersonal skills

Well organised

Curious

Ability to communicate well online and in-person for training delivery

Emotional Intelligence for resilient manner when encountering challenging situations

Commitment & Enthusiasm for new ways of working and continuous learning

The things you'll achieve

Me (Personal Impact):

- ✚ Upskill in Facilitation and Learning Design
- ✚ Develop Strategic Thinking and Data Literacy

Team (Collaborative Impact):

- ✚ Strengthen Team Capability through collaboration
- ✚ Bridge Between Corporate and Local Learning Needs (break silos)

Organisation (Strategic Impact):

- ✚ Support Directorate and Learning Lead to Achieve KPIs
- ✚ Foster a Learning Culture Across Camden

Other important information...

People management: You might be responsible for the management and development of an intern

Work environment: The role can be done on a hybrid basis – working from either a Camden administrative base or from home, though the expectation that team members spend on average three days week in Camden. Offices could be changing daily according to the needs of the Directorate, 5Ps, Crowndale Centre, Holmes Road Depot or any Camden offices.

Who you will be working with: You will work closely with colleagues/ teams within your designated directorate, Supporting Communities. This role will develop and maintain strong links with Camden's Learning Lead, with the People & Inclusion team and other L&D professionals across Directorates. You'll form good working relationships with colleagues across Camden, supporting them to achieve their goals and priorities.

The application process: Once we have received your application, we will review and shortlist candidates. If shortlisted, you will be invited to attend a formal, face-to-face panel interview. Three 3 Camden employees will be part of this panel.

Ahead of the interview, we will share a few questions with you to help you prepare. These will complement our in-person discussion, which will focus on your motivation for applying to this role. The interview will last approximately 1 hour and 30 minutes.

Who we are

Diversity & Inclusion

At Camden, we value and celebrate difference and encourage diversity in all respects. Our diverse workforce ensures we represent our communities to the best of our ability and enables us to make better decisions. Because of this, we particularly welcome applications from Black, Asian and those of other non-white ethnicities, those who identify as LGBT+, neurodiverse and disabled people.

Agile working

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

Asking for Adjustments

Camden is committed to making our recruitment practices as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at resourcing@camden.gov.uk

