

Person Specification

St Cuthbert's Hospice



Making every day count since 1988

Post Title: Learning & Development Officer		Scale 5	Department: Human Resources	
Criteria relevant to the job	Essential Requirements necessary for safe and effective performance in the job	Method of Assessment	Desirable Where available, elements that contribute to improved/immediate performance in the job	Method of Assessment
Qualifications and Training	<p>CIPD accredited qualification or equivalent in learning and development or equivalent</p> <p>Diploma or graduate qualification or equivalent in Human Resources or workforce / learning development or equivalent experience.</p>	Application form	<p>Educated to degree level ideally in a HR or business discipline.</p> <p>Certificate in Education or equivalent level 5 qualification in training or equivalent experience.</p>	
Experience	<p>Experience of working within a HR or Education department/setting providing first line advice on ER / HR issues.</p> <p>Experience of facilitating groups</p> <p>Experience of working with awarding bodies, training providers</p> <p>Building relationships with internal and external partners</p> <p>Proficient in undertaking training needs analysis</p> <p>Experience of line managing a small team</p>		<p>Previous experience of acting as a learning and development officer in a health care organisation or Charitable setting</p> <p>Experience of supporting staff and volunteers</p>	

<p>Skills and Knowledge</p>	<p>Allocating tasks, co-ordinating administration processes relating to organisation and staff development</p> <p>Aware of organisational training needs including:</p> <ul style="list-style-type: none"> • Mandatory training • Induction • Annual appraisal • Continuing Professional Development <p>Experience of developing, procuring and coordinating delivery of training that meets current emerging workforce development needs</p> <p>Excellent verbal and written communication skills, being able to empathise, working co-operatively with others</p> <p>Excellent IT skills with the ability to use a suite of Microsoft packages including excel and power-point.</p> <p>Influencing and negotiating skills Ability to manage own time showing initiative, drive and enthusiasm</p> <p>Evaluation of the delivery of learning events</p>		<p>Aware of health sector organisation training needs for example nursing, allied health professionals, social work staff and counselling staff</p> <p>Managing and co-ordinating learners working towards competence based assessments</p> <p>Working knowledge of the apprenticeship levy</p> <p>Evaluation of impact of learning events</p>	
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Personal Attributes	Able to evidence behaviour consistent with the Hospice values of professionalism, respect, compassion, choice, integrity and reputation Develop innovative approaches to support learning Reliable, consistent, approachable and self-motivated			
Special Requirements				

Issue Date: **Employee signature:**

Line Manager Signature: