

Job Description

ROLE TITLE: Learning and Development Advisor

Reports to: Learning & Development Manager

Direct reports including contractors: None

Budget: STEM activities

Key relationships:

- NCC HR and Recruitment team
- NCC Management and Leadership community
- NCC Early Careers community and their line managers
- STEM outreach committee and external partners
- External training providers including Universities and Colleges

ROLE PURPOSE:

- Support successful identification and delivery of professional and personal development solutions that align with business priorities and employee learning needs across NCC using Training Needs Analysis and Development discussions.
- Champion the successful definition and delivery of Early Careers development activities (including Graduates, Engineering Doctorate's, Apprentices, Interns, year in industry students and STEM)
- Act as first point of contact and safeguarding officer for NCC Early Careers community and their line managers, for training & programme queries in line with our Safeguarding policy.
- Build and manage partnerships with external stakeholders and other organisations, to represent NCC interests in the national Early Careers skills development agenda (e.g., development of T Levels, STEM activities etc.) as well as work with external training providers for behavioural training

MAIN ACTIVITIES:

Training programme management

- Work with line managers and learners on training needs and respond to requests for training that align to current and future business needs. Encourage the use of development planning processes to identify future individual, team and business needs.

Job Description

- Manage, design and deliver learning and development programmes using a range of materials (classroom, eLearning and workbooks).
- Deliver and maintain our modular People Manager Programme for cohorts of new and aspirational people managers as well as deliver this content to ad hoc learners as required.

Early Careers

- Collaborate with NCC Recruitment team to ensure suitable recruitment campaigns and assessment centres are delivered throughout the year to meet the NCC's demand for Graduate cohorts. Support the Recruitment team and recruiting managers to identify and attend relevant Careers Fairs and assessment activities where required
- Work with business areas to identify where an Apprenticeship fits their recruitment requirements, liaise with providers to recruit and onboard Apprentices to our Early Careers community.
- In conjunction with key stakeholders, define, develop and manage high quality Early Careers training programmes
- Responsible for the co-ordination of the full graduate and apprenticeship recruitment and onboarding lifecycle activities, working closely with the wider HR team to support with specialist activities.
- Act as the first point of contact for line managers with Early Careers employees, to coach and advise on the delivery and execution of development/training programmes including placements and performance
- Engage with internal and external stakeholders to define and deliver the NCC STEM Outreach programme and activities and ensure relevant events (e.g. work experience, school visits, external events) are delivered to budget and quality requirements, raising the profile of both NCC and STEM as a future career option

Team

- Support L&D team with LMS system (Cornerstone) administration activities as necessary including management of course requests, bookings and development plans.
- Support the wider HR team with Recruitment and Generalist HR activities as required

External partnerships

- Liaise with awarding bodies to accredit NCC training courses, and in conjunction the NCC Training Team, establish and maintain the systems and processes to maintain accreditation

Job Description

This Job Description is not an exclusive or exhaustive list of all activities that an individual in this position may be asked to perform. You may be required to undertake other responsibilities or activities, as requested by your line manager, to support your team or wider NCC activities.

PERSON SPECIFICATION

Essential	Desirable
<p><u>Qualifications/Experience</u></p> <ul style="list-style-type: none"> ▪ Experience in design and delivery of management, behavioural and technical training (e.g., time management, presentation skills, communications) ▪ Knowledge of Learning and Development best practice including Training Needs Analysis, Learning Design, Delivery and Evaluation (as covered in the TAPS training programme) ▪ Experience in training and supervising others, particularly Early Careers cohorts ▪ Experience of developing and managing Early Careers Programmes (Graduates, Apprentices, Year in Industry, STEM) ▪ Experience in recruitment, particularly Early Careers, and assessment centres ▪ Excellent IT skills – MS 365 ▪ Excellent knowledge of relevant Health & Safety regulations as well as Safeguarding 	<p><u>Qualifications/Experience</u></p> <ul style="list-style-type: none"> ▪ Qualifications or equivalent experience in training design and delivery ▪ Some experience of working in manufacturing/engineering industry ▪ Experience of workload scheduling and task prioritisation ▪ Experience using a LMS to manage delivery of learning content (Cornerstone) ▪ Generalist HR experience or an interest to learn
<p><u>Behavioural Competencies</u></p> <ul style="list-style-type: none"> ▪ Excellent planning and organisation skills with considerable experience of managing multiple projects ▪ Able to work with complexity and changing priorities, and to identify and implement practical solutions 	<p><u>Behavioural Competencies</u></p> <ul style="list-style-type: none"> ▪ Coaching style ▪ Listening skills ▪ Giving and receiving effective feedback

Essential	Desirable
<ul style="list-style-type: none">▪ Significant experience of building and managing relationships with internal and external stakeholders at all levels▪ Excellent verbal and written communication skills, a clear, confident and articulate speaker▪ Able to express information effectively and succinctly, issuing instruction to technical and non-technical audiences and using appropriate media best suited to the audience and context▪ Able to manage own and others' time and workloads effectively▪ Significant experience of working collaboratively as part of a team	