Role Profile and Person Specification

ROLE PROFILE

Role Title:	Design and Delivery Learning Adviser	Leadership level:	*To be determined at later phase*
Post reference:	WT015/20521	Job family:	*To be determined at later phase*
Grade:	H	Location:	Remote
Allowances:		Politically restricted post:	No
Area command / Department:	People Development	Vetting level:	SC
Reporting to:	Design and Delivery Manager	Date accepted as a role profile:	
Posts responsible for:	None		

Part A – Job Description

Overall purpose of the role:

To provide consultancy services to develop and promote engaging, innovative learning products that support organisational strategies and values, and deliver return on investment to improve work force capability and performance.

Key responsibilities of the role:

1	Managing key stakeholders and their expectations
2	Managing numerous complex learning projects, delivering to a successful conclusion
3	Effectively communicating with stakeholders, individuals, teams, in order to influence, challenge and persuade, in order to achieve objectives and improve business performance
4	Use performance analysis to identify barriers to performance to inform whether a learning solution is appropriate and inform stakeholder if barriers other than learning are identified
5	Creating digital content using variety of authoring tools and learning design software
6	Develop and deliver innovative digital learning content including eLearning, video, animation
7	Manage and administer the delivery and ongoing maintenance of learning packages
8	Evaluate learning projects to outcomes agreed in project plan and feed findings back to stakeholder, as well as using to improve and develop existing materials
9	Use data analytics to inform all learning activity
10	Research, evaluate and negotiate with external suppliers
11	Environmental scanning to identify latest technologies and current best practice
12	Perform regular CPD to maintain and develop skills in learning analysis, design and delivery

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Part B – Scope of contacts
Internal / External relationships:
Internal: Stakeholders, project sponsors, development ambassadors, people development colleagues, officers and staff across the force **External:** College of Policing, other police forces, external suppliers, Office of the Police and Crime Commissioner

Part C – Competencies and Values
Northumbria competencies and values framework (NCVF)
Level – tbc

Part D – Continuous Professional Development (CPD) role 6 months *To be determined*	
First 6 months	
1	Complete all annual and mandatory training
2	Digital technology upskill
3	Project management skills
4	Attachments to understand different departments within the force
12 months and beyond	
5	Complete all annual and mandatory training
6	Quarterly research on new learning and development tools and initiatives to keep up to date with new technology and best practise
7	Upskill on any new technology purchased by the force or design and delivery team manager
8	Ongoing attachments to develop understanding of project areas working on

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Part E - PERSON SPECIFICATION

Criteria	Essential	Desirable	How to be assessed
Qualifications, knowledge and experience	Experience of developing and promoting large scale digital learning products	Experience of managing learning projects from initiation to full implementation and evaluation	Application/interview/ CPD
Planning and organising	Experience of planning and organising own workload and workload of others	Experience of being accountable for planning and organising learning packages with successful outcomes	Application/interview
Problem solving and initiative	Experience of using own initiative to find solutions to problems and remove barriers and obstacles	Knowledge of problem-solving methodology and best practise	Application/interview/ CPD
Management and teamwork	Can demonstrate the ability to work alone, using own initiative as well as being able to work as part of a successful team	Can evidence ability to manage a range of stakeholders and action plans to deliver successful project management outcomes	Interview
Communicating and influencing	Can demonstrate strong communication skills and evidence of influencing and persuading across organisations at all levels	Experience of influencing and persuading senior stakeholders and strategic sponsors with successful outcomes	Interview
Other skills and behaviours	Can demonstrate experience of managing small and medium sized learning projects Experience of developing learning materials using a range of digital solutions and authoring tools	Experience of managing and administering Virtual Learning Environments	Application/interview