

BROXTOWE BOROUGH COUNCIL

JOB DESCRIPTION

Directorate	CEX – Chief Executives
Division	Human Resources
Post No & Job Title:	C17 – Learning and Systems Development Officer
Grade:	Grade 7
Responsible to:	C13 – Senior HR Officer
Responsible for:	-
Main purpose of the job	To deliver high quality effective and cost effective learning and development solutions to employees and Members in accordance with corporate aims and strategies.

Learning Management System – Broxtowe Learning Zone (BLZ)

System Owner of the Council's Learning Management System (LMS) - **Broxtowe Learning Zone (BLZ)**. Responsible for negotiating contract renewal, site enhancements and developments with our dedicated Learning Pool Account Manager.

Responsible for the overall BLZ site design, concept and layout and to work with the total support team at Learning Pool to maximise the systems capabilities and functionality.

Overall responsibility for product design, marketing, launch and quality assurance of BLZ modules ensuring all learning activities are fit for purpose and relevant to the development needs of employees and members.

Consult and work with key stakeholders and subject matter experts (SME's) across the Council to develop corporate learning packages to be launched via the BLZ. Analyse the business need, impact on performance and return on investment for each package developed. Make decisions on audience participation, learning pathways and reporting procedures.. Carry out induction sessions on the Broxtowe Learning Zone to new employees, including access, log on arrangements and site navigation.

Provide statistical data on learning undertaken and efficiencies gained through BLZ. Produce bespoke management reports to track progress and completion of modules

Overall responsibility for the organisation and administration of the online appraisal process. Responsible for training appraisers and appraises and for producing bespoke management reports as required.

Establish and maintain constructive relationships with the Learning Pool network through user forums and webinars, attendance at regional and national events, regular contact with the Learning Pool account manager and total support desk to exploit opportunities for joint ventures and future development of the BLZ site. Participate in user groups, forums and build relations with the Total Support team to exploit further enhancements and improvements to the BLZ.

Actively promote and drive development of the BLZ as a learning tool across the Council promoting the site's capabilities and learning opportunities available. Positively market the concept of the site to provide flexible, blended learning opportunities.

Act as a technical lead on all BLZ site queries, respond promptly to user queries to resolve issues, assist with the design and development of course and appraisal pages. Perform BLZ site administration completion criteria and settings, escalate site issues promptly to the Total Support Team at Learning pool to resolve issues.

Update and administer BLZ site maintenance through Totara the site's operating system. Manage and check settings, modify controls and parameters and calibrate reports.

Proactively pursue ongoing development of BLZ to enhance capability functions available and ensure that the system is fully utilised.

Upkeep, refresh and continually develop and maintain specific modules and programmes.

Learning Solutions

Work with the Senior HR Officer in the design and implementation of a variety of learning solutions including developing the implementation plan for the annual learning and development plan and monitoring progress.

Co-ordinate the organisation of corporate training events.

Work with the Senior HR Officer in arranging and administering the Council's Apprenticeship Programme.

Work with the Senior HR Officer in delivering such face to face training sessions as may be agreed from time to time. Contribute to any partnership arrangements, especially with neighbouring local authorities and other organisations, in particular to identify and exploit opportunities for shared working.

Resources and Administration

Responsible for the maintenance of the corporate training databases and CHRIS21 training system. Provide information and statistical data as required.

Responsible for the collation and inputting of Pentana data and the analysis of progress and milestones.

Undertake workforce skills data collection, analyse findings and produce statistical data as required by Senior Management on the skills level of the workforce.

Administer and monitor the corporate training budget, ensuring all records are accurate and up to date. Allocate funds as authorised for learning and development events, vocational/professional courses of study, training related initiatives and resources. Produce management information and reports on budget commitments and expenditure.

Raise purchase orders for learning and development expenditure and arrange prompt payment of invoices through the Council's relevant financial systems. Responsible for the secure and appropriate use and management of Company Credit Card.

Check and analyse Job Specific training/budget sheets, querying anomalies.

Control of all the Learning and Development section's kit and resources, ensuring the accurate recording and security of stock and the production of an up to date stock catalogue. Administration of the loans procedure including marketing and publicity of material, sourcing appropriate materials for employees to loan and evaluation of materials loaned.

Maintain regular contact with the Corporate Communications Team regarding development of the Council's internet/intranet sites.

Provide ongoing marketing and publicity regarding all Corporate training packages and initiatives through a range of media to employees and Members e.g. the Council's intranet site, Broxtowe Employee Newsletter, leaflets, posters and emails. Liaise with ICT Division over corporate technical issues, the network, hardware and software developments and promote adherence to the Council's ICT security policies and procedures.

Work Experience

Responsible for the organisation and co-ordination of the Council's work experience programme including liaison with schools, colleges, universities and directorates to organise placements. Respond to enquiries from pupils, parents and other external sources

Responsible for the organisation and co-ordination of the Council's work experience programme relating to Disability Confident initiatives.

Co-ordinate pre-placement interviews and co-ordinate health and safety inductions and tutor visits.

Co-ordinate the evaluation and monitoring of placements and the recording of statistical information.

Other duties

Support and train the Learning and Development Apprentice and allocate work.

Establish and maintain effective working relationships with client departments and promote a positive and professional image of the division at all times.

Maintain the confidentiality of any information obtained in the discharge of the duties of the position at all times.

All of the above should be undertaken whilst promoting Equal Opportunities and Diversity through personal example, open commitment and clear action. Ensuring diversity is positively valued in training and service delivery, as well as the promotion of welfare and safety of both internal and external customers.

Carry out any other duties that are within the scope and grading of the post which could also be requested by the line manager or Head of Service.

DESIGNATED CAR USER

A designated car user status has been attached to this post.

SPECIAL CONDITIONS

Duties may include attendance at evening meetings and/or work outside normal office hours.

RESTRICTIONS

This is not a politically restricted post.

This post is subject to exemption with reference to the Rehabilitation of Offenders Act 1974.

NOTE

The above job description sets out the main responsibilities of C17 – Learning & Systems Development Officer but should not be regarded as an exhaustive list of the duties that may be required. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder during the Personal Development Review process.

All employees are expected to maintain a high standard of service delivery and to uphold the Council's policies in accordance with equality and diversity standards, and health and safety standards, and to participate in training activities necessary to their job.

	Name	Signature	Date
Job description written by:	Jean Brennan		
Job description authorised by:			—

Date of issue: July 2019

Additional notes for JE/HR.
JGRID