**Job Description**

|  |  |
| --- | --- |
| **Role Title** | Senior Workforce Development Advisor |
| **Role Profile** | Specialist |
| **Service/Team** | Workforce Development CoE |
| **Reports to** | Corporate Workforce Development Manager |
| **Responsible for** | N/A |
| **Career Grade** | Band J |

|  |
| --- |
| **Job Overview** |
| This role’s purpose is to support the BCP (Bournemouth, Christchurch, and Poole) Council’s vision of being a learning organisation, where a culture of continuous learning, innovation, and collaboration is fostered, and where we empower our people to grow and develop their potential. |

|  |
| --- |
| **Key Responsibilities** |
| * Contribute to the development and implementation of the people strategy, and support talent management processes and initiatives, such as performance management, career development and pathways, succession planning, and employee engagement * Lead and manage the end-to-end process of workforce development projects and initiatives, from needs analysis, design, development, delivery, evaluation, and follow-up; ensuring they are delivered on time, within budget, and meet the expected standards and outcomes. * Promote systems thinking principles and understand the inter-relationships between the Directorates and partnerships * Support the development of a culture of curiosity and feedback, where learning from mistakes and successes is encouraged and valued * Evaluate the effectiveness and impact of workforce development activities, using feedback and data to continuously improve the quality and relevance of the offer and their contribution to the BCP people outcomes * Collaborate with internal and external stakeholders to identify, source, and leverage best practices and innovative solutions for learning and development that advance the BCP people strategy and outcomes * Partner with senior leaders, HRBPs, and subject matter experts to identify learning and development needs and priorities and propose effective and engaging solutions that meet the needs of diverse learners and audiences. * Research and stay updated on the latest trends, technologies, and innovations in learning and development, and apply them to enhance our workforce development solutions and practices. * Assess and prioritise learning activities based on project budget, risks, and mitigations, applying values of accountability, transparency, and efficiency. * Coach and mentor junior team members and provide guidance and support on developing blended learning solutions to support the people strategy |

|  |
| --- |
| **Personal Specification** |
| **Knowledge, qualifications, and experience**   * Degree or equivalent in learning and development, education, psychology, human resources, or related field or equivalent experience. * Demonstrated experience and expertise in leading and managing learning and development projects and initiatives, from needs analysis to evaluation, using various methodologies and tools. * Demonstrated experience and expertise in evaluating the impact and effectiveness of workforce development solutions, using various methods and metrics, learning analytics, feedback surveys, quizzes, tests, and business outcomes. * Strong knowledge and understanding of talent management processes and practices, such as performance management, career development, succession planning, and employee engagement. * Strong project management, communication, collaboration, and problem-solving skills. * Strong facilitation, presentation, and coaching skills.   **Personal qualities and attributes**   * Ability to work independently and as part of a team, and to manage multiple tasks and priorities in a fast-paced and dynamic environment. * Ability to work effectively with diverse and different stakeholders, and to adapt to diverse cultures and contexts. * A willingness to embrace change and innovation * A respect for diverse perspectives and experiences |