

Job Title	Learning & Development Manager
Department	Sustainable Skills
Reports to	Training Delivery Manager
Grade	Grade 5
Purpose & Overview	The Learning & Development (L&D) Manager is responsible for the design, development and delivery of the L&D strategy, ensuring colleagues have access to a variety of relevant training and development opportunities to support the needs of the business, today & tomorrow.
Key Accountabilities	<ul style="list-style-type: none"> - Develop and implement the organisations learning and development strategy, aligned with organisational goals, priorities and values. - Support organisational succession plans and future skills requirements. - Work with key stakeholders to assess learning needs and identify training priorities through collaboration with key stakeholders. - Lead the design and delivery of learning pathways that support colleague development from induction through to leadership. - Oversee the design, development and deployment of learning programmes, including technical, operational, compliance and essential business skills training, and all supporting resources. - Ensure learning and development opportunities are current, engaging, accessible, and bench-marked to external and industry standards (and where relevant, accredited). - Evaluate and implement alternative and digital learning solutions to enhance delivery and learner experience. - Manage the L&D budget effectively, ensuring efficient use of resources and maximising ROI on training investments. - Seek continuous improvements and innovative opportunities for new learning initiatives. - Responsible for the Sustainable Skills brand, all internal training materials and resources. - Lead, coach and develop a team of L&D professionals, fostering a culture of high performance and continuous improvement. - Manage internal training officers to ensure high-quality delivery and return on investment. - Undertake internal verification and standardisation of delivery and assessment methods in collaboration with Training Manager.

	<ul style="list-style-type: none"> - Monitor, develop and continuously strive to improve standards and the suite of learning programmes. - Undertake specific projects, as requested, to improve learners experience, develop competence and improve business effectiveness.
Technical Know-How & Skills	<ul style="list-style-type: none"> • Proven experience as an L&D Manager, Training Manager or similar. • Experience of training design and creation. • Understanding of learning styles and methodologies. • Current knowledge of effective learning and development methods. • Facilitation Skills. • Budget Management. • Experience of Learning Needs Analysis. • Proficient in MS Office and Learning Management Systems (LMS). • Familiarity with digital learning platforms and practices. • Experience in project management. • Learning strategy development and engagement. • Excellent written and oral communication skills. • Good networking, interpersonal and collaboration skills. • Ability and experience to coach and provide effective feedback. • Line Management and Leadership Skills
Qualifications	<p>Essential:</p> <ul style="list-style-type: none"> ✓ Full UK Driving License. ✓ Professional Qualification at Level 5 or above in Learning & Development (or equivalent). ✓ Experience in a training or educational environment. ✓ Experience of design, support and implementation of L&D strategy. ✓ Experience of design, delivery and review of formal and developmental training programmes. <p>Desirable:</p> <ul style="list-style-type: none"> ✓ DiSC Accredited (or equivalent). ✓ Level 3 Assessor Qualification (TAQA or equivalent).
Job Dimension	<p>The role holder must have the ability to create effective professional relationships with stakeholders and colleagues of all levels and experience (including our Executive Leadership team) and represent WWU in external forums.</p>