

ROLE PROFILE

Job Title	Learning & Development Solutions Advisor (WGW) - FTC
Business Unit	Central Services
Function/Region	Human Resources (Learning & Development)
Location	Strathclyde Business Park
Leader	Learning & Development Solutions Manager (WGW)
People Leadership	No
Job Level	4B
Role Purpose Support the implementation of the William Grant Way (WGW) Learning and Development (L&D) chapter to design, develop, source and implement core global learning programmes to support the L&D framework. Support the development of L&D processes and policies.	
Accountabilities <ul style="list-style-type: none"> • Through the design, development and implementation of learning solutions, contribute to the development of a high-performing organisation with an employee-oriented open and collaborative culture that emphasises empowerment. • Support the design, development and implementation of global learning programmes, including E-Learning content, to deliver the L&D framework that include an appropriate blend of solutions and resources to address development of organisational competencies, ensuring programmes meet L&D defined standards. • Support the evaluation of relevant source material needed to create and curate content to deliver the L&D framework, collaborating with the L&D team, Business Unit HR and relevant SME's. • Identify suppliers that deliver fit-for-purpose scalable global learning solutions. Track and monitor budget requirements to deliver global L&D programmes to optimise value for money. • Build evaluation measures in to L&D framework design to ensure impact and effectiveness measures are defined. Analyse and interpret data to provide meaningful insight and improvement recommendations to share with key stakeholders. • Facilitate face to face and virtual learning events, when required, using engaging facilitation skills to actively involve people in learning, motivate them to adopt desired behaviours and meet agreed session outcomes. • Support development of L&D standardised processes and policies, in accordance with the WGW. 	

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Core Competencies:

Relating and Networking <ul style="list-style-type: none"> Establishes good relationships with customers and staff Builds wide and effective networks of contacts inside and outside the organisation Relates well to people at all levels Manages conflict Uses humour appropriately to enhance relationships with other 	Presenting and communicating information <ul style="list-style-type: none"> Speaks clearly and fluently; Expresses opinions, information and key points of an argument clearly; Makes presentations and undertakes public speaking with skill and confidence; Makes presentations and undertakes public speaking with skill and confidence; Projects credibility
Creating and Innovating <ul style="list-style-type: none"> Produces new ideas, approaches or insights Creates innovative products or designs Produces a range of solutions to problems Seeks opportunities for organisational improvement Devises effective change initiatives 	Delivering Results & Meeting Customer Expectations <ul style="list-style-type: none"> Focuses on customer needs and satisfaction Sets high standards for quality and quantity Monitors and maintains quality and productivity Works in a systematic, methodical and orderly way Consistently achieves project goals.
Planning and Organising <ul style="list-style-type: none"> Sets clearly defined objectives Plans activities and projects well in advance and takes account of possible changing circumstances Identifies and organises resources needed to accomplish tasks Manages time effectively Monitors performance against deadlines and milestones 	Applying expertise and technology <ul style="list-style-type: none"> Applies specialist and detailed technical expertise Develops job knowledge and expertise through continual professional development Shares expertise and knowledge with others Uses technology to achieve work objectives Demonstrates appropriate physical co-ordination and endurance, manual skill, spatial awareness and dexterity Demonstrates an understanding of different organisational departments and functions.

Skills and Qualifications:

- Experience of operating at L&D Advisor level with strong facilitation and stakeholder management skills.
- Experience of working across all parts of learning cycle - TNA, Develop / Design, Deliver (with strong facilitation skills).
- Storyboarding of L&D initiatives to translate into engaging and interactive eLearning experiences preferably within Articulate.
- Experience of managing suppliers and budgets related to L&D projects.
- Experience of learning management systems/technologies to deliver learning solutions.
- Curious, confident, resilient and a good communicator.
- Strong organisational skills with the ability to, adapt and deliver in a fast paced environment.
- Computer literacy to include Word, PowerPoint, Excel and Teams.
- CIPD, or equivalent, professional HR qualification is desirable.
- Experience of working in a multi-cultural, global organisation is desirable.