

**Role Title: Colleague Development Associate**

**Department: HR**

**Job Family: Professional Services and Administration**

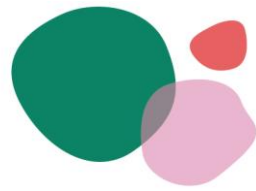
**Job Level: 5**

### About the role:

The purpose of this role is to contribute to the delivery of our L&D plan through management and maintenance of our learning systems, designing great learning content and delivering a great colleague learning experience.

### What you'll be doing:

- Be learning system SME, responsible for accurately managing and maintaining our learning platforms and databases
- Ensure all system data is accurate and up to date, keeping colleague data safe and GDPR compliant
- Create high quality learning interventions to improve colleague capability, utilising a variety of learning methodology
- Understand and respond to business context, translating learning need into practical and engaging learning content
- Regularly improve, maintain and refresh colleague learning content
- Communicate learner instructions clearly and effectively to help learners understand what is required
- Provide accurate reports and data to key stakeholders where required
- Support in Apprenticeship interviews as advised by Development Partners
- Create content linked to business requirements and defined learning outcomes/methods from Development Partners
- Report on professional development across the Society and measure the impact including central record on costs with external providers



### About You:

- Experience with Learning Management Systems (LMS) and Articulate Rise is preferred but not essential (Training and support will be provided for candidates who are eager to develop these skills)
- Adaptable, with a strong desire to learn and grow
- Strong attention to detail, planning, organisational and IT skills
- Understanding of good learning practices and design methodologies
- Customer and solution focused

### Scope:

- Reports to: Head of People Development
- Budgetary Control: None
- Key internal contacts are all internal departments and trading groups.
- Key external contacts are: 3<sup>rd</sup> Party Training Providers

