

RUSHCLIFFE BOROUGH COUNCIL

Person Specification

HR and Learning and Development Officer

Post grade:
LS 11

Post number: TBC

ATTRIBUTES

ESSENTIAL

DESIRABLE

EXPERIENCE

Proven experience coordinating and administering learning and development activity, including organising multiple courses, providers and stakeholders.

Experience using a learning management system (LMS) and producing learning/compliance reports and management information.

Working knowledge of HR policies and employment law and experience of providing first-line HR advice and guidance.

Experience supporting HR processes across the employee lifecycle, including recruitment and onboarding.

Ability to support employee relations casework (e.g., absence, disciplinary, grievance, capability/performance) with high-quality documentation.

Experience in the public sector and/or understanding of local government workforce development and statutory training requirements.

Experience designing, commissioning or evaluating learning programmes beyond administration (e.g., facilitation, content development, needs analysis).

Experience of training delivery.

Experience of Learning Pool LMS.

Experience supporting organisational change and/or transition programmes.

Experience working with trade unions and supporting consultation activity.

Experience of developing HR policies or procedures.

QUALIFICATIONS

CIPD qualification (or working towards) or equivalent relevant qualification/experience.

A willingness to undertake further training as appropriate.

<p>SPECIALIST KNOWLEDGE AND SKILLS</p>	<p>Knowledge of employment legislation and its application.</p> <p>Knowledge of the principles, theory and HR best practice including recruitment and selection.</p> <p>Excellent organisation and time management skills, able to prioritise competing demands and meet deadlines.</p> <p>Ability to produce clear, concise and comprehensive reports.</p> <p>Ability to handle sensitive information with discretion and maintain confidentiality, including a sound understanding of GDPR and secure data handling.</p> <p>Ability to understand the need for and be committed to equality of opportunity and customer care.</p> <p>An awareness of the issues currently facing local government.</p>	
<p>IT SKILLS</p>	<p>Familiarity with an HR information system.</p> <p>Good IT skills (Microsoft 365) and confidence using digital learning tools to support blended learning.</p>	
<p>PERSONAL QUALITIES</p>	<p>Ability to work with tact and diplomacy.</p> <p>Strong communication and interpersonal skills, with the ability to influence, build relationships and engage employees and managers at all levels.</p> <p>Flexible approach with the ability to manage competing demands and meet deadlines.</p> <p>Ability to work as part of a team and on own initiative.</p>	
<p>PHYSICAL</p>	<p>None.</p>	

OFFICIAL

SPECIAL WORKING CONDITIONS	Ability to work flexibly to meet service needs, including occasional attendance at early morning/evening sessions to support learning delivery. Flexible approach to working hours to match needs of the service.	Driving licence and access to a car.
PREPARED BY: Joanne Wilkinson DESIGNATION: Strategic HR Manager DATE: April 2026		