

CHIEF EXECUTIVE DEPARTMENT	
Job Description	
HR and Learning and Development Officer	
Grade LS 11 37 hours a week	Post Number: TBC
Reporting to:	Strategic HR Manager
Responsible for:	Whilst not directly responsible for any other post, the post holder will be required to give support and professional guidance to the Human Resources Assistant.
Job Objective:	To coordinate, deliver and continuously improve the Council's learning and development (L&D) offer, ensuring statutory and priority learning is planned, promoted, delivered and evaluated effectively. The postholder will also provide additional capacity within the HR team to deliver high-quality, customer-focused HR advisory support across the employee lifecycle.
Main duties and responsibilities:	Coordinate the corporate training plan, translating organisational priorities into a delivered programme with clear schedules, communications and booking processes.
	Manage end-to-end training administration and logistics for in-person, virtual and blended learning (venues/rooms, invitations, joining instructions, registers, materials, evaluations and follow-up actions).
	Act as system administrator for the Council's e-learning platform (Learning Pool) including catalogue management, enrolments, reporting, user support and promotion of available learning.
	Work with managers and HR colleagues to identify development needs, skills gaps and statutory learning requirements; support the design and commissioning of appropriate learning solutions.
	Source and coordinate learning providers, obtain quotations where required, and ensure purchasing and contracting is completed in line with procurement and financial procedures.
	Monitor and report on learning take-up, completion and impact, using data and feedback to improve course design, communications and overall value for money.

Track and support effective utilisation of the corporate training budget, including commitments and spend, and provide routine management information to support decision-making.
Provide first-line HR advice and guidance to managers and employees on HR policies, procedures and employment legislation, ensuring consistent and pragmatic application.
Support and manage HR casework as required (e.g. absence management, disciplinary, grievance, capability/performance and probation), including producing high-quality documentation and correspondence.
To assist with the development of consistent and effective recruitment and selection procedures complying with prevailing good practice and guidelines, reflecting the need to attract high calibre employees within budgetary targets.
Maintain accurate HR and learning records and produce routine metrics and reports (e.g., training compliance, sickness absence, turnover and recruitment) in line with GDPR and information governance requirements.
To support with the development and implementation of effective HR policies.
To advise and assist management in all employee relations matters to ensure that all employment legislation and local policies and procedures are complied with.
To accompany managers on welfare visits and offer advice and guidance on matters concerning staff welfare and offer advice on absence management in line with the Policy.
Build positive working relationships with managers, employees, trade unions and external providers to support effective service delivery and organisational outcomes.
To undertake any other duties and accept responsibilities of a varied nature from time to time in accordance with the general nature and grading of the post.

PREPARED BY: Joanne Wilkinson

DESIGNATION: Strategic HR Manager

DATE: April 2026