

NOT PROTECTIVELY MARKED

JOB DESCRIPTION

<u>Job Title</u>	Learning and Organisational Development Coordinator
<u>Reports to</u>	Watch Manager – Cultural Development
<u>Reporting staff</u>	None

Job Purpose

To manage the co-ordination of learning and organisational development arrangements to support the delivery of the leadership development activity plan in accordance with the Learning and Organisational Development Governance Framework.

Generic Responsibilities/Job Family

Admin Support

To co-ordinate a wide range of activities and services which may include taking minutes at meetings, diary/travel arrangements, responding to customer queries, word processing and document production.

To be a point of contact for a Service function and provide appropriate and timely information and advice internal and external customers.

To undertake project tasks or more specialised administrative work relating to a specific function or department.

To create, maintain and interrogate data systems, ensuring the integrity and safekeeping of all data.

<u>Specific Responsibilities</u>	
1	Manage the process of programming of learning and organisational development activities to agreed service standards using the provided system.
2	Update other service systems as required as a result of affects and outcomes from programming.
3	Support internal and external customers in learning and organisational development requirements.
4	Manage course nominations to agreed service standards using provided systems.
5	Maintain Continued Professional Development in subject matter areas as directed by organisational requirements.
6	Support with the facilitation of leadership development activities across the Service and manage external course nominations and bookings.
7	Work on learning and organisational development projects in order to develop the organisation.
8	Planning and co-ordination of training events in accordance with the leadership plan.
9	Monitor course attendance and evaluate delegate feedback in accordance with reporting procedures.
10	Work with other departments within the Service to promote the Learning and Organisational Development department.