

Role Definition

Job Title: L&D Advisor
Reporting to: Head of Learning & Development

About the role

Learning and development at Foster + Partners is delivered using a blended learning approach, to meet the demands of the employees and teams across the Practice, in London and our global offices. We offer many ways to learn including workshops, courses, online content, e-learning, video and one-to-one coaching and mentoring.

We also develop and deliver talent programmes and processes across the Practice, from education and qualifications to performance management, skills assessment, and succession planning.

Reporting to the Head of Learning & Development, the post holder will also work with the wider Learning team including:

- Education team
- Design Systems team

As the L&D team sits within the HR team, there will also be regular interaction with HR colleagues.

The focus of the role will be:

- To support the Learning and Development team and strategy for Foster + Partners across the Global organisation.
- Contribute to a world class Learning and Development function which builds capability in line with the Practice strategy.
- To support and assist employees and teams in the Practice to get more from the current and future learning, training, and development on offer.

Responsibilities

- Working within the L&D Team to establish training needs and priorities of Foster + Partners
- Analyse, design, deliver and evaluate various programmes of learning and training covering mainly power (soft) skills but on rare occasions may include technology/software and business process
- Deliver a variety of internal workshops, courses, and programmes through presentations, facilitating learning, coaching and online.
- Prepare training materials including documentation, presentations, e-learning and video content
- Maintain and develop relationships with internal clients and external providers
- Assisting the Head of L&D with the continuous roll-out of employee development programmes
- Assist in the setting up and validation of internal programmes
- Feedback on and input into course material and design
- Assist with the administration and management of the Learning Management System
- To work with colleagues to develop and implement effective induction programmes and materials
- On occasion you may need to:
 - Arrange, create, produce and distribute training-related material and facilities as required
 - Organise, administrate and set up training programmes and events as required
 - Undertake any other duties as required

Qualities and Skills required

Essential

- Able to demonstrate the ability to undertake the above responsibilities
- Formally qualified with a relevant professional qualification (CIPD or equivalent)
- Experience in creating bespoke training courses
- Experience in creating and publishing training materials
- Excellent presentation, written, verbal and interpersonal skills
- Exceptionally organised and meticulous
- Sound knowledge of practical learning and development principles and an awareness of current best practice and its implementation

Desirable skills

- Has knowledge and experience in e-learning content authoring
- Has knowledge and experience with a Learning Management and/or Learning Experience platforms (LMS or LXP)

Core behaviours

- Working with others – teamwork, collaboration, cooperation and relations building
- Communication – understand, reason and respond inclusively with all interactions
- Responds to change and pressure through resilience, and 'flexes' with changing decisions
- Diplomatic and sensitive whilst being tactful
- Focus on the 'internal' client
- Eager to learn and grow

This job description reflects the core activities of the role but is not intended to be all-inclusive and other duties within the department may be required in addition to changes in the emphasis of duties as required from time to time. There is a requirement for the post holder to recognise this and adopt a flexible approach to work. Job descriptions will be reviewed regularly and where necessary revised in accordance with organisational needs. Any major changes will be discussed with the post holder.

November 2022