

Role Definition

Job Title: Learning & Development Assistant - Level 3 Apprentice
Reporting to: Education Manager and then ultimately to the 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 Education Manager, the post holder will also work with the wider Learning 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 Education and Outreach for Foster + Partners globally
- 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
- To support and coordinate education programs for young talent such as apprenticeships, work experience and internships

Responsibilities

- Working within the L&D Team to establish training needs and priorities of Foster + Partners
- Assisting with the analysis, design, delivery and evaluation of various education and learning programmes
- Assisting with the delivery a variety of internal workshops, courses, and programmes through presentations, facilitating learning, coaching and online
- Prepare training materials including documentation, presentations, elearning and video content
- Be the point of contact for technical administration on the LMS and LXP (Cornerstone and LinkedIn Learning)
- Assisting the Head of L&D, L&D Advisor and Education Manager with the continuous roll-out of employee development programmes
- Assist in the setting up and validation of internal programmes including;
 - 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
- Feedback on and input into course material, design and evaluation
- Administration and management of the Learning Management System

Qualities and Skills required**Essential**

- Able to demonstrate the ability to undertake the above responsibilities
- Worked in an HR/L&D Team
- A good understanding of how an L&D dept operates
- Some experience in creating and publishing training materials
- Good presentation, written, verbal and interpersonal skills
- Exceptionally organised and meticulous
- A basic understanding of learning and development principles
- Committed to completing the 18–24 months duration of the apprenticeship
- English and Maths Level 2

Desirable skills

- Has some knowledge and experience in e-learning content authoring
- Has some 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.

The successful apprentice may be eligible to apply for Associate membership of the Chartered Institute of Personnel and Development (CIPD) or any other professional body that recognises this apprenticeship within its membership criteria (membership is subject to the professional bodies own membership requirements).

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