

JOB PROFILE

Job Title:	Assistant Learning and Development Business Partner
Service Area:	Human Resources
Grade:	6
Reporting Manager:	Learning and Development Manager
Direct reports:	None

Job summary:

To assist in providing proactive Learning and Development and HR advice and guidance to managers and staff across the Council. To assist the HR team to support the delivery of the Council's People Strategy.

Key responsibilities:

To co-ordinate all Learning and Development and related wellbeing events, including the production of training materials that are current, professional, and relevant.

To provide proactive advice and support to managers, employees and members on effective use of the Council's HR policies.

To work closely with training providers, suppliers and other relevant internal and external bodies.

To advise managers and support the Learning and Development Manager with solution based Learning and Development initiatives, providing solutions, supporting the team to deliver a highly effective policy development and L&D initiatives service to the authority.

To support the HR Business Partners and HR Managers in advising, arranging and delivering learning and development interventions to improve skills and knowledge across the council.

To support the effective maintenance of the learning management system and other learning and development systems and processes, ensuring learning requests are actioned, learning records are up to date, providing reports and monitoring data for Managers.

To create and process regular and ad hoc reports from all HR systems.

To assist the HR team in actively promoting the work of HR including current policies and initiatives.

To provide information and data to the HR Management team.

To explain to employees their employment rights e.g. maternity benefits, flexible working requests, early severance.

To assist the HR team in providing a high-quality HR support service.

Please follow this link to read your general responsibilities:

[General responsibilities for employees | North Herts Council \(north-herts.gov.uk\)](http://north-herts.gov.uk)

Key Requirements:		Essential desirable
Qualifications:	CIPD Foundation Certificate in People Practice (or equivalent, or relevant experience)	E
Job related experience & knowledge:	Demonstrates a good knowledge of Learning and Development and HR best practice.	E
	Experience of advising managers on HR/ L&D issues.	E
	Experience of using HR/Learning Management S systems.	E
	Good I.T. knowledge and skills including Excel.	E
	Experience of working as part of a team	E
	Experience of working on own initiative	E
	Previous experience of working for HR in a local authority or within the public sector.	D
	Experience working with a trade union and an occupational health service.	D
Skills & attributes required for the role:	HR skills, knowledge and experience	D
	Ability to prioritise own workload.	E
	Ability to produce accurate statistics and work in tight deadlines.	E
	Influencing skills to gain staff/management support for L&D policies and advice.	E
	Proven ability to communicate effectively at all levels of a multifaceted organisation.	E
	Confident in conversing in fluent English which is sufficient to fulfil all spoken aspects of the role.	E
Other:	Proactive approach with ability to work on own initiative.	E
	Ability to maintain strict standards of confidentiality.	E

Signed.....

Date.....

