

**CONDITIONS OF SERVICE**

**Hours:** Hours are 35.25 hours per week. Where additional hours are worked, overtime will be paid (must exceed full time hours if part time) or time off in lieu given, depending on the organisational requirements. A flexi system is in operation.

**Contract:** Permanent Post. All posts are subject to a 6 month probationary period. A formal review will take place at 2, 4 and 6 months.

**Salary:** Salaries are paid monthly, directly into a bank account of your choice. The salary for the post is £30,952 - £34,931 per annum. It is policy to commence on the first point of the salary scale unless, at the Manager’s discretion, an alternative agreement is reached.

**Pension:** Employees will initially be enrolled in the Governments statutory auto-enrolment scheme, which is a Defined Contribution scheme with a company called NOW Pensions. At present staff contribute 5% with the employer 3% to the scheme as of 1st April 2019. Further details of the scheme are available from the payroll team.

Employees with a contract of 6 months or more can however opt out of the auto-enrolment scheme and request to join Hillcrest Homes Defined Contribution Scheme with the TPT Retirement Solutions where the employee currently contributes 8.5% of earnings and the Organisation’s contribution is 8.5%.

**Health Plan:** Employee’s are automatically given free admission to the Health Plan Scheme. The cost for this is met by the Employer. Details will be sent out with the Contract of Employment.

**Annual Leave:** Leave year runs from 1st January - 31st December. Annual Leave entitlement is 25 days per annum, rising to 30 days over a 5 year period. 5 days Public holidays have been included in this annual leave entitlement. Managers will commence on 30 days. A further 7 days will be paid over the Christmas and New Year shut down period. **Annual leave is calculated on a pro rata basis for part time staff and will be transferred into hours.**

**General:** Hillcrest Homes have their own system in place for negotiating annual pay increases. All employees have the right to join a trade union if they so wish.

**Smoking:** The person appointed will be working in a non-smoking environment. There are no designated smoking areas within the office. Smoking is permitted outside the building and should be out of view of clients and, or customers. This includes the use of E-cigarettes. Employees who are required to carry out their duties in buildings which are outwith the control of the Association are jointly responsible for minimising their own exposure to risk factors such as passive smoking.

**Qualifications:** Any offer will be subject to proof of qualifications essential, and where appropriate desirable, to the post.

**Rehabilitation of** If you have any unspent convictions you must declare

**Offenders Act 1974:** this on your application form.

In relation to ‘spent’ convictions, there is a list of convictions which must always be declared and a list of convictions that are declared, subject to rules. Failure to disclose relevant information will be regarded as a breach of trust and could lead to dismissal, disciplinary action or withdrawal of offers of employment.

If you are unsure whether or not you need to disclose a conviction and, or caution, please contact our Human Resources Department for further advice, or you can check by accessing Disclosure Scotland’s website at [www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk/) and check the ‘Frequently Asked Questions’.

Please note that all successful applicants will be subject to a Disclosure check through Disclosure Scotland.

HAVING A CRIMINAL RECORD WILL NOT NECESSARILY DEBAR YOU FROM WORKING WITH HILLCREST HOMES. THIS WILL DEPEND ON THE NATURE OF THE POSITION, TOGETHER WITH THE CIRCUMSTANCES AND BACKGROUND OF YOUR OFFENCES.

**Equal Opportunities:** Hillcrest Homes is striving to be an equal opportunities employer and has adopted a Policy which aims to ensure that no job applicant receives less favourable treatment on grounds of race, colour, ethnic and national origins, marital status, gender, age, religion, disability, political or sexual orientations, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

**Applications:** Please forward applications before the closing date **C.V.’s will not be considered.**

**JOB DESCRIPTION**

Job Title: Learning and Development Officer

Department: Corporate Services

Salary: Band E

Responsible to: Senior Learning and Development Officer

This role will work with the Senior Learning and Development Officer to develop and deliver the operational plans and agreed actions for the team. The Learning and Development Officer develops and delivers the Learning and Development key solutions that meet agreed organisational priorities. The role will identify learning needs in line with operational needs and deliver interventions to meet the agreed requirements.

Main Duties:

1. Facilitate and oversee the implementation of mandatory training across Hillcrest, this will involve mentoring internal trainers who provide the mandatory training.
2. Attending meetings with staff and managers across Hillcrest, as required, to ensure that existing identified learning needs support the achievement of business objectives and to identify changing/future learning needs.
3. Provide advice, support and guidance relating to learning and development enquiries.
4. As part of the L&D team, support the Senior L&D Officer to maintain and develop existing and future systems and processes to ensure positive outcomes for staff learning and development.
5. Work with relevant subject matter experts to develop learning resources which will meet the diverse needs of staff across Hillcrest, including eLearning resources.
6. As part of the L&D team assist the L&D officer to review Policies and Procedures to ensure that they are fit for purpose.
7. Research, develop and deliver learning events in an engaging format using a variety of methods and resources to achieve optimum outcomes.
8. Develop internal and external networks which will support the service provided.
9. Evaluate learning activity to ensure it is effective and meets the needs of individuals, teams, departments and company.
10. Review training and learning materials and interventions to maintain relevance and effectiveness.
11. Undertake learning as required to support the fulfilment of the requirements of your role.
12. Any other duties as requested.

Personal Specification –Learning and Development Officer

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| **Attribute** | **Essential** | **Desirable** | **Method of Assessment** |
| **Qualifications** | * Minimum S/NVQ Learning and Development Level 3 (or equivalent - minimum SCQF level 8) or Level 5 Intermediate CIPD Diploma with relevant Learning and Development pathway or a willingness to work towards this | * L&D9D/DI or equivalent assessor award * L&D11 or equivalent internal verifier award | Application Form  Certificates |
| **Experience** | * Previous experience of actively undertaking all aspects of the training cycle, including learning needs analysis, design, developing, delivering and evaluation * Experience of adult training/learning * Experience or accreditation in coaching * Experience of working with Learning Management Systems. | * Supporting user engagement with new technology/eLearning * An understanding of the learning cycle and how this relates to blended learning * Have been in a coaching and/or mentoring role * Experience of working in housing or care sector * Experience of authoring, and developing eLearning packages using articulate Storyline Videoscribe or equivalent | Application Form  Interview |
| **Skills & Abilities** | * Good communication skills both written and verbal * Ability to prioritise work and to meet deadlines * Good organisational and time management skills * Good facilitation skills Ability to competently utilise a breadth IT software, including functions of MS Office, particularly Word, Excel & Outlook * Creative and solution focused * High standard of customer care and personal integrity | * Awareness of Data Protection Act with regard to IT systems * Ability to facilitate the learning of others * Creativity to promote user engagement | Application Form  Interview  References |
| **Disposition** | * Able to work independently and as part of a team * Flexible attitude that does not compromise standards, aims or objectives * Ability to use initiative * Driving licence * Willingness to travel as required * Willingness to undertake training as required |  | Interview  References |