



Marie Curie Job Description

Job title: Learning & Development Manager 12 Month FTC (Maternity Cover)

Department: People and Organisational Development

Reports to: Head of Learning & Development

Accountable: Director of People

Job Purpose/Summary

To provide pan-charity expertise and leadership supporting the development of a learning culture across all areas of the Marie Curie team. The role will support organisational and people development, change management, values and behaviours. The job-holder will lead in developing the key skills and capabilities that underpin the delivery of the charity's strategic objectives.

The job-holder will work within a very innovative and collegiate Learning & Development team. They will be the first point of contact and provide pan-organisation expertise and leadership to support the realisation of the Learning & Development Strategy.

The role is responsible for supporting business functions in determining and meeting the current & future learning needs of their staff and for supporting the charity as required ensuring it has the right practices to continually improve performance.

Key relationships

This role will need to work effectively with:

- Senior management including Exec Directors and Senior Managers across all areas
- Stakeholders and subject matter experts
- Other Delivery teams within the organisation's directorates and departments
- People Services and OD teams, nationally and locally
- External partners such as L&D networks, funding streams, subject matter experts etc.

Accountabilities (Duties & Responsibilities)

- Advising and working in partnership with Marie Curie leadership team to identify learning, development and performance priorities in order to meet the key strategic needs of Marie Curie
- Reviewing, developing & implementing effective leadership development opportunities
- To lead on L& D projects impacting across all areas of the service as required e.g. leading on national conferences, designing/facilitating events, bespoke interventions as required by clinical and non-clinical services
- Sourcing, developing, delivering and evaluating learning, development and performance tools and interventions (including action learning, coaching and feedback) which build capability in key roles at all levels across the charity, working alongside key stakeholders and subject matter experts
- Delivering according to agreed budget, working to ensure the budget is spent cost-effectively and in a way that sees the return on the investment monitored
- Working with stakeholders to provide advice, support and professional expertise/input in order to facilitate effective development and change both at organisational/business function (structures, systems, cultures and processes) and individual levels
- Develop, implement and evaluate activity that underpin the organisations overarching Learning & Development Strategy. In particular ensuring all activity supports (i) the delivery of a cost

effective, high quality and service, (ii) promote the innovative use of new technology for the development, delivery, assessment and recording of high quality learning and (iii) to ensure that all learning has a positive impact on the patient, family and supporter experience.

- To work in partnership with clinical and non-clinical services where improvement projects require bespoke learning designed to ensure successful roll out.
- Design and deliver formal learning activities that support the organisation's strategic objectives
- Design and prepare learning programmes using varied methodology to ensure effective learning is achieved
- Responding to ad hoc requests for action learning, coaching, advice, facilitation and support at both local and national levels, prioritising where most value can be added
- To provide an advisory service for local teams requiring support in team and leadership dynamics
- Working with relevant colleagues to ensure effective talent management processes are developed
- Day to day line management of L&D co-ordinator role (admin support for team)
- To support and, where appropriate, deputise for the Head of Learning & Development

General

In addition to the specific duties and responsibilities outlined in this job description, all Marie Curie employees should be aware of their specific responsibilities towards the following:

- Marie Curie is committed to encouraging volunteering throughout the organisation and as such the post holder will be expected to support and respect volunteers, and may be asked to work alongside or supervise a volunteer as part of their role whilst working at Marie Curie.
- Marie Curie operates a no-smoking policy. The post holder should either be a non-smoker or be prepared not to smoke in **any** Charity premises, grounds or vehicles or when on Marie Curie business outside the office.
- Adhere to all health and safety and fire regulations and to co-operate with the Charity in maintaining good standards of health and safety.
- Adhere to all Marie Curie policies and procedures at all times
- Actively promote and support the safeguarding of vulnerable adults, young people and children, observing and adhering to Marie Curie policies on safeguarding
- Uphold ethical and professional standards and not behave in a manner that is likely to bring the Charity into disrepute.
- Promote and sustain a responsible attitude towards equal opportunities and diversity within the Charity.
- Demonstrate a commitment to ongoing registration requirements or any national professional or occupational standards associated with the role.
- Demonstrate a commitment to ongoing learning and development and to participate in any training relevant to the role.
- For designated roles, the post holder will be responsible for health & safety, business continuity planning and/or risk management. (These responsibilities will be notified on appointment).

This job description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of the charity at any time after discussion with the post holder.



Marie Curie Person Specification

Job title: Learning & Development Manager

Criteria	Essential	Desirable	How assessed
Skills / Abilities	<ul style="list-style-type: none"> Ability to develop relationships and networks across roles and boundaries, establishing credibility and trust quickly Able to manage multiple projects and priorities, developing plans and determining priorities in order to meet deadlines Highly developed understanding of different adult learning theories/approaches and design methodologies Highly developed action learning, coaching and facilitation skills Ability to analyse data and make recommendations Ability to influence decision making process Ability to demonstrate sound judgment and act on own initiative Ability to communicate with all levels of staff Excellent presentation skills - both verbal and written 	<ul style="list-style-type: none"> Ability to write compelling business case balancing organisational need against financial pressures 	Application / Interview / Exercise
Knowledge	<ul style="list-style-type: none"> Understanding of Health & Safety At Work Act, Equality & Diversity issues and all other relevant statutory regulations Understanding of a variety of learning theories and training methodologies 	<ul style="list-style-type: none"> An awareness of the charitable and/or health sector An understanding of organisational structures and cultures. 	Application / Interview
Qualifications, training and education	<ul style="list-style-type: none"> Education to CIPD level or equivalent training qualification 	<ul style="list-style-type: none"> Recognised qualification in Coaching Action Learning facilitator Psychometric tools (e.g Myers Briggs, Belbin etc) 	Application
Experience	<ul style="list-style-type: none"> Experience of working in a senior learning and development role, having commissioned, designed and delivered a variety of learning interventions 		Application / Interview

	<ul style="list-style-type: none"> • Has worked in a consultative or advisory capacity across teams, services and departmental boundaries • Has worked with managers and key stakeholders at all levels to support, advise and facilitate effective change management • Working in a pressurized environment with day-to-day responsibility for such a department's resources • Experience of facilitating events 		
Other requirements	<ul style="list-style-type: none"> • Willing & able to travel UK wide on a regular basis • Commitment to working ethically & in a way that values diversity and leading others to do so • Confident in using IT packages (incl. MS Office) & works within the charity's systems • Team Player • Enthusiastic • Self-motivated/able to motivate others 		Interview

Where appropriate, reasonable adjustments to these criteria will be considered to accommodate personal circumstances such as disabilities

Terms & Conditions

Job title	Learning & Development Manager (Maternity Cover)
Salary scale	£39,034- £43,371 (Pro-Rata'd) depending on experience + £3,500 London Living Allowance (Pro-Rata'd)
Annual leave entitlement	25 days (including 8 bank holidays)
Notice period	One Month (after six months service)
Working hours	35 hours per week

Other benefits

- Continued access to NHS Pension Scheme (subject to eligibility)
- Marie Curie Group Personal Pension Scheme
- Season ticket loan
- Loan schemes for bikes; computers and satellite navigation systems