

## **Job Description**

<b>Post:</b>	Senior Learning and Development Facilitator
<b>Location:</b>	McKinney House, Musgrave Park Hospital
<b>Grade:</b>	Band 6
<b>Reports to:</b>	Learning & Development Manager
<b>Responsible to:</b>	Co-Director, Learning & Development

### **Job Summary**

Working as part of the corporate Learning and Development team the Senior Learning & Development Facilitator will play a key role in supporting the implementation of the HR Management Plan and corporate goals through the delivery of a range of Learning and Organisational Development activities.

He/she will work in collaboration with colleagues to ensure the delivery of an effective and efficient Learning and Development function and will take the lead for one or more of a range of learning/organisational development interventions such as: Leadership and Management programmes; Employability Programmes; Staff Induction; Statutory and Mandatory Training; Appraisal Training; Team Effectiveness; Investors in People; Employee Engagement; Embedding Trust Values; Coaching and Quality Improvement.

The post holder will also be responsible for managing a small team of learning and development facilitators.

### **Main Duties & Responsibilities**

- Support the Learning & Development Manager in developing and implementing the Learning and Development Strategy, Leadership and Management Strategy, Supporting Belfast Strategy and associated training programmes.
- Contribute towards the management and implementation of a range of Learning and Organisational Development initiatives including Investors in People, Induction, Leadership and Management Development, Team Working, Employee Engagement, Values implementation, Service and continuous Improvement, Employability, Quality, Safety and Innovation.

- Facilitate a range of learning opportunities to meet corporate, team and individual development needs across the Trust
- Provide advice and guidance to managers to ensure the correct learning interventions are identified, developed and evaluated to ensure capabilities are being developed against Trust priorities
- Work with external partners and providers to ensure that identified needs are met and delivery is high quality and regularly reviewed to ensure continuous improvement
- Continuously improve training materials for existing courses and manage the development of new material when necessary, including benchmarking, working with subject matter experts and other trainers
- Support the development and implementation of modernised and innovative ways of learning, including the effective use of technology
- Co-ordinate and lead on the development and implementation of effective and efficient processes to support a productive learning and development function, including the use of data and analytics.
- Provide assessment, verification and quality assurance across a range of accredited programmes, to include Vocational and Leadership and Management programmes.
- Work in partnership with relevant awarding bodies to ensure quality assurance frameworks are maintained and validated.
- Support the implementation of the Trust's Team Effectiveness and Development Framework which supports the achievement of High Performing Teams across the Trust
- Support full implementation of the Investors in People Generation 6 Standard as appropriate to ensure recognition is achieved and maintained
- Support the implementation of pre boarding and onboarding processes for new staff
- Support a range of Employability programmes in line with agreed strategy.
- Support the further implementation of the Trust's succession planning model to take account of organisational workforce planning needs
- Support service and quality improvement projects and delivery to ensure the Trust continues to deliver the highest quality of patient and client care

- Ensure effective outcomes against Key Performance Indicators and Learning & Development objectives in line with the Trust Accountability process
- Support the marketing and communication activities associated with promoting in-house learning and development programmes.
- Support the implementation of the Trust's Coaching Framework by delivering a range of Coaching programmes (accredited and non-accredited) and providing 1:1 Coaching for a range of Trust staff.
- Support HR business partnering and learning and development engagement arrangements to ensure service needs are effectively identified and delivered across the Trust
- Provide Support for the ongoing implementation of the Trusts' annual Staff Development Review (SDR) process through the delivery of training and advice
- Support implementation of Knowledge and Skills Framework (KSF)
- Contribute to the development of reports, statistics and data provision as required

## **People Management and Development**

- Support the senior management team in the establishment of appropriate structures, advise on team working and encourage continuous improvement and innovation
- Lead and empower a team of learning and development facilitators.
- Delegate appropriate responsibility and authority to the level of staff within his/her control, consistent with effective decision making, whilst retaining responsibility for results
- Actively promote and participate in the Trust's annual Staff Development Review process.
- Maintain good staff relationships and morale amongst staff reporting to him/her, through effective feedback, recognition, appraisal and development
- Lead by example to ensure that the Trust demonstrates commitment, through its culture and actions, for all aspects of diversity in the population it serves and the staff who provide the services

- Contribute as an effective member of the Learning and Organisational Development team
- Take responsibility for his/her own performance and identify personal development areas
- Deputise for the Learning & Development Managers in their absence
- Promote the corporate Values and Culture of the organisation through the development and implementation of relevant policies and procedures and appropriate personal behaviour
- Participate as required in the selection and appointment of staff in accordance with procedures laid down by the Trust
- Promote the Trust's policies on Equality of Opportunity and the promotion of Good Relations, through his/her actions and ensure these policies are adhered to by staff for whom he/she has a responsibility
- Contribute to the Trust's overall corporate and integrated governance processes to ensure its compliance with public sector values and codes of conduct, operations and accountability

### **General Responsibilities**

Employees of the Trust are required to promote and support the mission and vision of the service for which they are responsible and:

- At all times provide a caring service and to treat those with whom they come into contact in a courteous and respectful manner.
- Demonstrate their commitment by their regular attendance and the efficient completion of all tasks allocated to them.
- Comply with the Trust's Smoke Free Policy.
- Carry out their duties and responsibilities in compliance with the Health and Safety Policies and Statutory Regulations.
- Adhere to Equality and Good Relations duties throughout the course of their employment.
- Ensure the ongoing confidence of the public in-service provision.
- Maintain high standards of personal accountability.
- Comply with the HPSS Code of Conduct.

## **Records Management**

All employees of Belfast Health & Social Care Trust are legally responsible for all records held, created or used as part of their business within the Belfast Health and Social Care Trust, including patient/client, corporate and administrative records whether paper based or electronic and also including e-mails. All such records are public records and are accessible to the general public, with limited exceptions, under the Freedom of Information Act 2000, the Environment Regulations 2004 and Data Protection Act 1998. Employees are required to be conversant with the Belfast Health and Social Care Trust policy and procedure on records management and to seek advice if in doubt.

## **Environmental Cleaning Strategy**

The Trusts Environmental Cleaning Strategy recognizes the key principle that “Cleanliness matters is everyone’s responsibility, not just the cleaners” Whilst there are staff employed who are responsible for cleaning services, all Trust staff have a responsibility to ensure a clean, comfortable, safe environment for patients, clients, residents, visitors, staff and members of the general public.

## **Infection Prevention and Control**

The Belfast Trust is committed to reducing Healthcare associated infections (HCAIs) and all staff have a part to play in making this happen. Staff must comply with all policies in relation to Infection Prevention and Control and with ongoing reduction strategies. Standard Infection Prevention and Control Precautions must be used at all times to ensure the safety of patients and staff.

This includes:-

- Cleaning hands either with soap and water or a hand sanitiser at the appropriate times (WHO ‘5 moments’);
- Using the correct ‘7 step’ hand hygiene technique;
- Being ‘bare below the elbows’ when in a clinical environment;
- Following Trust policies and the Regional Infection Control Manual (found on intranet);
- Wearing the correct Personal Protective Equipment (PPE);
- Ensuring correct handling and disposal of waste (including sharps) and laundry;
- Ensuring all medical devices (equipment) are decontaminated appropriately ie. cleaned, disinfected and/or sterilised;
- Ensuring compliance with High Impact Interventions.

## **Values:**

The Belfast Trust aims to recruit staff not only with the right skills but also with the right values to ensure the delivery of excellent patient care and experience. Staff will be expected to be committed to provide safe, effective, compassionate and person centred care by:-

- Treating Everyone with Dignity and Respect

- Displaying Openness and Trust
- Being Accountable
- Being Leading Edge
- Maximising Learning and Development

By embedding the above values we will make a significant contribution to the delivery of the Trust's Vision.

### **Personal Public Involvement**

Staff members are expected to involve patients, clients, carers and the wider community where relevant, in developing, planning and delivering our services in a meaningful and effective way, as part of the Trust's ongoing commitment to Personal Public Involvement (PPI).

Please use the link below to access the PPI standards leaflet for further information.

[http://www.publichealth.hscni.net/sites/default/files/PPI\\_leaflet.pdf](http://www.publichealth.hscni.net/sites/default/files/PPI_leaflet.pdf)

**Clause:**        ***This job description is not meant to be definitive and may be amended to meet the changing needs of the Belfast Health and Social Care Trust.***

## **JOB SPECIFICATION**

**Post:** Senior Learning & Development Facilitator Band 6

**Location:** McKinney House, Musgrave Park Hospital

### **Essential**

#### **Applicants must have:**

- University Degree or relevant Professional qualification at Graduate or Diploma level and have worked for at least 3 years in a Human Resources and/or Learning and Development role at Band 4\* or equivalent salary range, or above

### **OR**

Have worked for at least 5 years in a Human Resources and/or Learning and Development role at Band 4\* or equivalent salary range, or above

### **AND**

- Have at least 1 years' experience in leading, managing or supervising a team of staff.
- Demonstrable experience of leading the design, delivery and evaluation of a range of learning and development programmes.
- Proven ability to analyse and provide advice/guidance on a range of complex learning and/or organisational development issues.
- Have excellent and demonstrable communication skills, both orally and in writing.
- Have an ability to establish and maintain effective working relationships with a diverse range of stakeholders.
- Have excellent ICT skills.

### **Desirable**

- A1 Assessors Award or TAQA or (D32, D33)
- Coaching Qualification
- Experience in the use of technology enhanced learning (TEL) tools

\*Band 4 equates to salary range £18,838 - £22,016

### **VALUE BASED RECRUITMENT**

\* Values Based Recruitment is a process adopted by the Belfast Trust to attract and select employees on the basis that their individual values and behaviours align with those of the Trust and incorporating the Healthcare Leadership Model.

It focuses on the 'how' and 'why' people do what they do.

Candidates who are short-listed for interview will need to demonstrate at interview that they have the required knowledge, skills, competencies and values to be effective in this new role.

In answering the value based questions you have the opportunity to share examples of when you have demonstrated values relevant to the Belfast Trust.

## **Belfast HSC Trust Values**

Whilst employees will be expected to portray all the values, particular attention is drawn to the following values for this role.



### **RESPECT & DIGNITY**

- Being respectful to others
- Showing compassion to those who need our care
- Acting fairly and even-handed
- Acknowledging the good work of others
- Supporting others to achieve positive results



### **OPENNESS & TRUST**

- Communicating openly and consistently
- Listening to the opinions of others and acting sensitively
- Being trustworthy & genuine
- Ensuring that appropriate information is shared honestly



### **ACCOUNTABILITY**

- Taking responsibility for your own decisions and actions
- Openly admitting your mistakes and learning from them
- Using all available resources appropriately
- Challenging failures and poor practice courageously



### **LEADING EDGE**

- Actively seeking out innovative practice
- Participate in new approaches & service development opportunities
- Share best practice with others
- Promote the Trust as a centre of excellence



### **MAXIMISING LEARNING & DEVELOPMENT**

- Act as a role model for the development of others
- Continuing to challenge my own practice
- Fulfil my own statutory mandatory training requirements
- Actively support the development of others

