

“A great place to be cared for; a great place to work”



University Hospitals of Morecambe Bay

NHS Foundation Trust

JOB DESCRIPTION

Job Title:	Learning & Development Facilitator
Department/Ward:	Learning and Organisational Development
Band:	6
Care Group:	Corporate
Responsible to:	Head of Learning & Organisational Development
Accountable to:	Head of Learning & Organisational Development
JOB SUMMARY:	<p>Facilitate the Trust's Corporate Induction Programme and will be a key person in the delivery of our Training Programmes.</p> <p>Contribute to the programme of activity, e.g. management development, talent management and personal development, delivered by the L&OD Team.</p> <p>Deliver an effective learning and development service to our staff and respond to development needs of our workforce, which ensures our patients receive high quality and effective care.</p> <p>Work as a consultant with individuals and teams in the organisation, staff development to design, deliver and evaluate high quality learning experiences.</p>

KEY WORKING RELATIONSHIPS:

Learning and Organisational Development Team, Workforce Colleagues, Medical/Nursing Education/Practice teams, Matrons, Ward Managers, Senior Managers, Subject Matter Experts, Trust Staff, External Professional Bodies.

MAIN DUTIES AND KEY RESPONSIBILITIES

The post holder will:

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- Play a key role in ensuring a coordinated approach to the education and development of all staff.
- Assist the Learning and Development Team to plan appropriate programmes, through the development and delivery of workshops throughout the Trust.
- Identify and develop new workshops in line with Trust developments ensuring equity of access across all Trust sites.
- Deliver, facilitate and contribute to updating presentations and training for the Trust's Corporate Induction Programme, Trust's Training Programmes and Trust's Talent Management programme ensuring high quality on boarding and may involve challenging people/assumptions.
- Work with relevant experts and clinical colleagues to review the quality of education and training services including job essential and core skills training ensuring continuous improvement.
- Collaborate with managers, senior managers and board level personnel and external stakeholders in assessing personal and service development needs, performing gap analysis, designing and leading programs that build skills and capabilities.
- Develop a communication plan in conjunction with L&OD colleagues to ensure timely promotion of programmes through a range of different media
- Draft agendas, prepare papers and take action notes for meetings as necessary.
- Learn from other NHS organisations and how they are undertaking learning and development programmes to utilise the best practice from within the wider health economy.
- Participate and contribute in the development, maintenance and updating of the Trust's training management system (TMS)

Delivery

- Work autonomously to deliver on projects pertaining to portfolio area, managing and delegating to staff accordingly.
- Identify new methods and technology that can help to improve learning effectiveness, implementing and training staff as required.
- Research and identify appropriate external learning resources e.g. training videos, exercise, e-learning, external providers when appropriate, ensuring value for money.
- Make efficient and effective use of all available resources. Ensuring all learning is flexible, reflects a variety of learning styles, and is cost effective.
- Design learning solutions that are securely grounded in principles of learning, relevant to the audience and encompass the latest learning and development practice and research.
- Design, develop and support appropriate learning and development strategies, employing expert analytical skills as required to choose between a range of possible strategies and outcomes
- Support and contribute to the delivery of core training programmes including appraisal, induction and management skills training.
- Share skills and expertise with wider learning and development team.
- Promote our services and work with the Trust communications team on telling the story of the work we do for the Trust.
- Support individuals, teams and management to deliver and embed new learning and development programmes.
- Contribute to the development and implement policies, protocols, procedures and guidelines relevant to own area of work.

This job description is not exhaustive and will be reviewed and amended, with the post holder, when necessary.

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TERMS AND CONDITIONS

This post will be subject to the terms and conditions of the University Hospitals of Morecambe Bay NHS Foundation Trust.

CONFIDENTIALITY

Information relating to patients, employees and business of the Trust must be treated in strictest confidence. Under no circumstances should such information be discussed with any unauthorised person(s) or organisations. All staff must operate within the requirements of the Freedom of Speech policy.

SAFEGUARDING & PROTECTING CHILDREN

Everyone shares responsibility for safeguarding and promoting the welfare of children and young people, irrespective of individual roles. As an employee of the trust you will need to be aware of your responsibility in relation to safeguarding and protecting children. You will need to be aware of trust/local LSCB procedures and know how to contact named professionals, within the safeguarding team for advice and support.

ENVIRONMENTAL IMPACT

It is the responsibility of all staff to minimise the Trust's environmental impact by recycling wherever possible, switching off lights, computers, monitors and equipment when not in use and it is safe to do so, minimising water usage and reporting faults promptly.

HEALTH AND SAFETY

The Health and Safety at Work Act stipulates that it is the responsibility of each employee to observe all rules governing safety and conduct and as such safety equipment and Personal Protective Equipment provided must be used.

INFECTION CONTROL

The Trust is committed to protecting the health of all staff, patients and visitors to the Trust. As such all staff is personally responsible for compliance with all Trust and department infection prevention and control policies. Failure to comply with such policies and associated procedures is likely to lead to disciplinary action and may result in dismissal.

MANUAL HANDLING

The post holder will be provided with adequate training in correct lifting techniques by a recognised lifting instructor.

NO SMOKING POLICY

A No Smoking Policy operates across all Trust sites.

QUALITY OF SERVICE

The trust is committed in its use of available resources to obtaining the best possible service for patients and staff. The Post holder must share this objective and seek to maintain and improve the quality of service provided.

EQUAL OPPORTUNITIES

The Trust is pledged to equal opportunities for all and is committed to ensure that no job applicant or employee receives less favourable treatment on the grounds of gender, marital status, age, race, colour, sexual orientation, creed, nationality, ethnic or national origin or disability. We promote

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flexible working opportunities wherever possible to enable staff to balance their work with their private lives.

TRAINING AND DEVELOPMENT

Maintain your professional standards in respect of education and training and ensure that you are aware of your specific area specialty training and needs analysis.