



Royal College of Anaesthetists

Recruitment and Learning & Development Partner

Directorate: People and Operations

Reports to: Head of People and Culture

Band: C

1.1 Job purpose

This is a hybrid role that bridges Learning and development (L&D) and Recruitment to ensure the College attracts, recruits and develops the right talent while fostering a culture of continuous learning and growth.

As a key member of the People and Culture Team, you will lead on shaping and delivering the College's L&D framework and initiatives, fostering a culture of continuous learning, promoting inclusivity in recruitment and ensuring talent is identified, supported, and nurtured.

You will be responsible for managing the end-to-end recruitment process and designing, developing, and delivering learning interventions that build organisational capability and resilience. This includes maintaining strong candidate engagement throughout the recruitment journey and partnering with managers to equip them with tools and guidance to attract, hire and develop high-performing teams.

1.2 Key tasks and responsibilities

Learning and Development

- First point of contact for employees on queries relating to L&D
- Define and deliver a comprehensive learning needs analysis and develop a L&D plan for the College
- Design and deliver engaging, innovative and accessible training content using best practice methods, tailored to organisational needs
- Develop and deliver the College's Leadership and Management Development Programme
- Lead on the development and management of the College's eLearning offer
- Coordinate and administer all L&D activities to ensure smooth and effective delivery
- Design and deliver impactful EDI-focused learning initiatives to promote inclusivity
- Champion a culture of continuous learning and professional development across the College
- Apply L&D best practices to continuously improve approaches and introduce fresh, innovative thinking
- Facilitate coaching and training initiatives aimed at enhancing performance and capability
- Identify and source apprenticeship frameworks to address skills gaps and support workforce development
- Promote secondments and cross-functional working opportunities to encourage collaboration and break down silos
- Manage the training request process and maintain accurate tracking of activity and expenditure

- Manage the annual eLearning cycle, ensuring timely completion of mandatory training and escalating non-compliance to relevant line managers

Recruitment

- Manage the end-to-end recruitment process for all College vacancies
- First point of contact for all recruitment queries and advice
- Manage the RCoA Careers Team inbox; ensuring emails are reviewed and responded to in a timely and efficient manner
- Manage the College's Authority to Recruitment (ATR) process, ensuring all ATRs and approval are stored for future reference and auditing purposes
- Provide hiring managers with advice on the recruitment and selection process from role release through to offer, in line with the College's Recruitment Policy, promoting EDI at all times
- Work closely with hiring managers to produce accurate and legally compliant job descriptions and job adverts
- Identify appropriate job boards / platforms to place our adverts
- Manage the RCoA Careers page, ensuring it is fit for purpose, engaging and up to date
- Review all applications received and provide hiring managers with a shortlist, based on their requirements
- Liaise with candidates (internal and/or external) and coordinate telephone, face-to-face and remote interviews and/or assessment days
- Act as an interview panel member, as and when required
- Provide candidates with constructive feedback during and after the recruitment and selection process
- Extend employment offers to successful candidates

Other Duties

- Ensure all HR Information Systems (HRIS) and data is used and maintained in line with the College's HR and Information Governance policies, and GDPR

1.3 Qualifications, skills, knowledge and experience

- Demonstrable experience of working in a Learning and Development role, including the design and delivery of training programmes
- Experience of managing end-to-end recruitment processes
- Experience of e-Learning platforms and digital learning tools
- Experience of designing and delivering Leadership and Management Programmes
- Ability to evidence innovative approaches to identifying learning gaps and creative development of learning solutions
- Ability to engage and collaborate effectively across the organisation at all levels
- Ability to effectively manage competing priorities
- Active listening and coaching skills
- Excellent organisational and communication skills
- An innovative and creative mindset
- Proficient in the Microsoft 365 suite of productivity apps, particularly Excel, Word, PowerPoint and SharePoint/OneDrive
- Professional qualification(s) or certification(s) in Learning and Development, HR or a related field or relevant equivalent knowledge, skills and experience

Desirable:

- Experience of working in a charity or public sector

Signature:

Name:

Date: