

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 with recruitment to ensure the College not only attracts and recruits the right people but also supports their professional development and growth.

This is an exciting opportunity within our People and Culture Team to take a lead role in shaping and delivering the College's Learning and Development framework and initiatives to promote a culture of continuous learning and to continue to build on an inclusive approach to recruitment ensuring talent is identified and nurtured.

You will have responsibility for recruitment and the development and delivery of learning and development interventions to build organisational resilience.

This involves maintaining strong candidate engagement throughout the recruitment process, ensuring a positive and consistent experience from initial contact to onboarding. Partnering with managers to equip them with the tools and guidance needed to attract, hire and develop high-performing talent.

1.2 Key tasks and responsibilities

Learning and Development

- Be the first point of contact for employees on queries relating to Learning and Development (L&D)
- Define and deliver a learning needs analysis and plan for the College
- Take a creative and innovative approach to the design and delivery of related learning programmes, using best practice methods to get the most value from the College's resources
- Scope out our leadership and management development programme
- Lead on the development of our eLearning offer
- Administer and coordinate learning and development activities
- Lead on creative design and delivery of EDI related learning
- Foster a culture of learning and development within the College
- Create and curate development content that is accessible, relevant and engaging
- Utilise L&D best practice to find ways to improve our L&D approaches and bring fresh thinking to our L&D needs
- Facilitate coaching and training initiatives to focus on building performance and the capability of individuals
- Source apprenticeship frameworks that support development of the workforce and meets skills gaps
- Support secondments and cross working opportunities to break down silos

- Manage the training request process, ensuring that all necessary information is collected and submitted to the Head of People and Culture for approval
- Maintain an accurate and up-to-date training request tracker, reflecting current training activity and expenditure
- Manage the annual eLearning training module cycle, ensuring timely completion of mandatory training and escalating non-compliance to relevant line managers

Recruitment

- Manage the end-to-end process for all vacancies within the College
- Be the 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 the end-to-end recruitment process
- Experience of e-Learning platforms and digital learning tools
- 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
- Professional qualification(s) or certification(s) in Learning and Development, HR or a related field or relevant equivalent knowledge, skills and experience
- Proficient in the Microsoft 365 suite of productivity apps, particularly Excel, Word, PowerPoint and SharePoint/OneDrive

Desirable:

- Experience of working in a charity or public sector

Signature:

Name:

Date: