

Job Description

Job Title: People Development Advisor

Reports to: People Development Partner

Location: Dunfermline HQ (Hybrid)

Hours: 35 hours, Monday to Friday

Overall, Purpose of the Role:

The People Development Advisor supports the design, delivery and evaluation of learning initiatives that build organisational capability. The role acts as a partner to managers and colleagues and delivers key development projects within the People & Culture strategy which support a culture of continuous development.

Key Responsibilities:

Design and Development

- Develop engaging learning content including workshops, e-learning, and blended learning pathways.
- Collaborate with subject matter experts to translate technical knowledge into practical learning solutions.
- Support change initiatives by designing learning that enables adoption of new systems, processes, or behaviours.
- Ensure learning materials reflect best practice in adult learning and are accessible, inclusive and aligned with Society values and ways of working.

Delivery and Facilitation

- Facilitate in-person and virtual training sessions, workshops, and development programmes.
- Support the rollout of leadership development and talent initiatives.

Learning Needs Analysis

- Support annual training needs analysis to identify skills gaps and development priorities.
- Support the build and delivery of the annual training plan.
- Regularly collaborate with stakeholders and subject matter experts to understand current and future learning requirements.

Learning Management System

- Support the management of the Learning Management system, ensuring it is accurate and functioning effectively.
- Maintain course catalogues, user accounts, learning pathways and system permissions.
- Maintain digital learning content, ensuring materials are accessible and aligned with learning standards.
- Generate LMS reports on completion rates, learner engagement, and compliance with mandatory learning as required.

Evaluation and Reporting

- Evaluate the return on investment of training undertaken and use learner feedback to continuously refine and improve.
- Maintain accurate training records and provide reporting on compliance with mandatory training as required.

Stakeholder Engagement

- Build strong relationships with managers and colleagues, and external training providers.
- Partner with wider People & Culture colleagues to ensure learning solutions align with wider people priorities.

Person Specification:

	Essential	Desirable
Education & qualifications	<ul style="list-style-type: none">• Good standard of education	<ul style="list-style-type: none">• CIPD qualification or equivalent experience in Learning and Development or Organisational Development
Experience & Job Knowledge	<ul style="list-style-type: none">• Experience of designing and delivering training• Experience of undertaking training needs analysis• Experience of digital learning tools• Experience of managing training administration• Previous experience of using Articulate	<ul style="list-style-type: none">• Previous Project Management Experience• Previous experience of using Canva• Knowledge of Adult Learning theory and Instructional Design
Skills & Abilities	<ul style="list-style-type: none">• Customer focused approach• Creative approach to problem solving• IT proficiency with MS Office, LMS Platforms and virtual delivery tools• Confident facilitation and presentation skills	
Personal Attributes	<ul style="list-style-type: none">• Learner-centred mindset• Good Interpersonal skills• Ability to prioritise workloads• Ability to adapt to change	
Additional relevant criteria	<ul style="list-style-type: none">• Full UK manual driving licence and ability to travel to office and multi sites as required.	