

Learning and Development Lead

Job title: Learning and Development Lead (L&D)

Reporting to: Assistant Director OD, Talent

Location: Manchester

Contract Type: Fixed term 12 months

Date Advertised November 24 Internal & External

Job description created: December 2024

About Us

We're Salix and we're on a mission to help save the planet. We enable and inspire organisations in the public and private sectors to achieve their net zero targets and create better places to live and work.

We're passionate about our work, and proud to be on the journey with them.

We deliver government funding schemes to support councils, schools, housing associations, hospitals and universities boost their energy efficiency, reduce their impact on the environment, save money and remove households from fuel poverty.

We work with the UK government and the devolved administrations in Scotland and Wales. As well as managing the funding schemes, we provide professional advice, expertise and support to grant recipients throughout all stages of their projects.

We also offer insight, intelligence and influence by sharing knowledge and lessons learnt from project delivery, to help improve future schemes and policy development.

We were created in 2004 and have been growing ever since. We now employ over 200 people. Our principal office is in Manchester and we have a base at Canary Wharf in London.

We are a none departmental public body, wholly owned by the Department for Energy Security and Net Zero.

Why work for us?

If you share our passion for addressing the urgent challenge of climate change and contributing to the UK's ambitious decarbonisation goals, we want to connect with you.

We offer fulfilling careers where every day brings exciting challenges and rewards.

You'll have the chance to leverage your skills and expertise to shape impactful projects, both large and small, making a meaningful difference across the UK.



Recognising that our employees are the reason for our success, we prioritise their wellbeing and professional development.

As proud holders of Investors in People and Carbon Literacy Project accreditations, we are committed to creating an environment where you can thrive.

As you'd expect, we offer a variety of benefits, activities and training opportunities to ensure you excel in your role and enjoy your time with us.

We're committed to equal opportunities and we're proud of the diverse workforce we have. We continue to grow the diversity of our people, promoting an inclusive culture.

Job Purpose

Reporting into the Assistant Director of HR OD and Talent, we are looking for an L&D Lead who is passionate about employee development and continuous employee development. Our ideal L&D Lead will be a team player, with a solutions focus, who is action oriented and can help us develop and deliver training and talent programs that empower employees to excel and grow in their careers.

The ideal candidate will have experience building and delivering internal development programs from scratch. They will have a passion for L&D with particular interest in training as well as strong stakeholder management skills. They will have experience of delivering training as well as booking and coordinating training across an organisation, creating a plan for training at all levels and looking for the best options and opportunities.

Key responsibilities

- To develop and deliver Learning and Development solutions and guidance within Salix
- To foster a continuous learning culture, by promoting continuous personal development and knowledge sharing
- Lead the creation of an internal training library and its content
- Support and facilitate the creation, delivery and ongoing development of a talent program
- Co-ordinate training needs and book training courses that meet requirements, with a specific focus on value for money
- Have effective relationships with training providers
- Build strong relationships across the business, helping the HR function understand business needs and be solutions oriented
- Act as a subject matter expert, able to provide support and guidance to the rest of the HR Team and business leaders
- Leverage HR data and information to generate insight and support the business understand where learning and development activity can add value



- Work with mangers to identify training needs across the business and where the staff
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- To provide day-to-day L&D support to drive the delivery of the business' HR plans
- Be a champion for L&D
- Support the development of a skills matrix and companywide training needs analysis
- To ensure that all relevant legislative requirements are met

This list is not exhaustive and may be varied from time to time to suit the needs of the business. The post holder will be expected to undertake other duties as appropriate and as directed by his/her line manager Coordinator or senior manager Coordinator

Communication & Collaboration:

- To be an L&D and continuous learning ambassador
- Work closely alongside the People & OD Director and Assistant Director OD and Talent as well as other members of the HR team to develop a number of key corporate L&D projects
- To assist in creation and delivery of L&D systems, KPI's and reports

Additional Requirement

- Able to work autonomously
- Flexible and willing to commit to achieving results and meeting deadlines
- Able to navigate complex and sensitive HR issues and open to change
- Evidence of continuing professional development, such as qualifications, demonstrable career progress or experiences etc
- This role is based in Manchester and hybrid working (with travel to London circa once per month)

Salary - £39,270. (Band C)

Employee Benefits

- 28 days annual leave
- Cycle to work scheme
- Rail Card
- Flu Jab
- CCSC Benefits Platform
- Contributory Pension scheme
- Season ticket loan
- Training
- Access to Employee Assistance Programme



Appointment Process

The Person Specification for this position can be found in Appendix 1. All criteria will be assessed through a combination of the CV and interview.

All applicants must have the right to work in the UK.

Application information

If you think you can help us deliver on our mission to help save the planet, you have a passion for L&D and wish to apply for this role, please submit the following:

- 1. An up to date **CV** and cover letter stating how you meet the person specification requirements
- 1. All shortlisted candidates will be asked to complete an interview
- 2. Equality Opportunities monitoring form (this will not be shared with Salix until after a candidate is offered and has accepted)

 Appointment timetable

The aim of this process is to hold both interview stages within a 3 week timeframe

Application information

If you wish to apply for this role, please submit an up to date CV to:-salixapplications@ivyrockpartners.com



Appendix 1

CRITERIA	DESCRIPTION	KEY CRITERIA
QUALIFICATIONS	Degree or equivalent professionally relevant qualification	✓
	Can evidence of continuous professional development	✓
EXPERIENCE	Relevant work experience of leading L and D projects and working in a people or L and D specific function	✓
	Leadership experience	✓
	Proven track record of leading, delivering and/or implementing training systems and content, through e learning and face to face learning	✓
	Communicates effectively, confidently and with authority both in writing and when speaking	✓
	Experience in internal talent management and development	✓
	Ability to manage, prioritise and deliver communications activity and competing priorities	✓
	Ability to work flexibly and proactively within a team	✓
	Able to manage senior stakeholder relationships	✓
SKILLS AND ABILITIES	Good IT skills, including Microsoft Office software the internet and the ability to a range of documents and communications, PR or marketing collaterals	√
	Fosters collaborative and co-ordinated working across teams and in partnership with other organisations	✓
	Effective time management and ability to set realistic timescales for work delivery	✓
	Self-motivated and good organisational skills	✓
	Good interpersonal skills	✓
	Positively challenges the views of others in an open and constructive way	✓
	Willingness to learn and commitment to development and training for themselves and the team	✓
	Willingness to travel across the UK	✓
	Able to show an interest in carbon reduction, net zero and environmental protection	✓

^{*} if you do not have this qualification, evidence that you are studying for this qualification and date to complete will be considered as appropriate evidence. Completing a training and development approval form in response to this advert does not meet the evidence criteria.

^{*}Key: ✓ = key criteria