



# Learning and Organisational Development Advisor Job Description

**Reports to: Learning and Organisational Development Business Partner**

**Line Management: None**

## Role Overview

As a Learning & Organisational Development (L&OD) Advisor, you will champion a culture of learning, inclusion, and wellbeing across the organisation. You will provide expert support in training and development, drive awareness around Equity, Diversity, and Inclusion (EDI), and deliver impactful wellbeing initiatives. With a coaching approach and strong communication and project management skills, you will also take a lead on engagement communications, organising events, and writing content to promote key awareness days and activities.

## Key Responsibilities

### **Training, Development, and Coaching:**

- Design, deliver, and evaluate training programmes aligned with organisational goals, addressing identified learning needs
- Provide coaching support and signposting to managers and employees and contribute to embedding a coaching culture
- Create and deliver resources to support employees in developing coaching and mentoring skills

### **Equity, Diversity, and Inclusion (EDI):**

- Lead and embed EDI principles into learning programmes and initiatives, supporting inclusive leadership and cultural competence
- Collaborate with teams to identify and address EDI gaps, ensuring an inclusive approach to development

## **Wellbeing and Engagement:**

- Develop and implement wellbeing initiatives, including mental health awareness and stress management workshops
- Provide advice on wellbeing matters, signposting employees and managers to appropriate resources and services
- Take responsibility for engagement communications, including writing content for newsletters, promoting awareness days, and enhancing employee engagement through clear, consistent messaging

## **Events and Communications Management:**

- Help plan and organise events and activities such as awareness campaigns, engagement meetings, and development sessions
- Collaborate with stakeholders to deliver events that align with organisational priorities and values
- Promote engagement initiatives through creative and accessible communications to raise awareness and participation

## **Project Delivery and Collaboration:**

- Manage learning and development projects, ensuring timely delivery and measurable outcomes
- Work closely with HR, leadership, and other teams to ensure L&OD initiatives are aligned with organisational needs
- Regularly review and refine learning solutions based on feedback and best practices

## **Person Specification**

### **Qualifications and Experience:**

- Demonstrable experience in organising events and activities related to employee development, wellbeing and/or engagement
- Experience of delivering coaching and development initiatives using recognised models and approaches
- Experience in writing and managing compelling engagement communications
- Possess a professional qualification in learning and development, coaching, or related field (e.g., ILM Level 3 or 5 Coaching, CIPD L&OD) or demonstratable experience equivalent to

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- Demonstrate knowledge of a coaching approach and mindset, fostering a supportive environment that encourages growth, self-reflection, and collaborative problem-solving

## **Skills and Attributes:**

- **Interpersonal and Communication Skills:** Strong relationship-building and influencing skills, with excellent written and verbal communication
- **Coaching Expertise:** Ability to coach individuals and teams effectively, fostering growth and performance
- **EDI and Wellbeing Knowledge:** Strong understanding of EDI and wellbeing principles, with experience integrating these into training and engagement
- **Project Management:** Proven ability to manage multiple priorities, delivering projects on time and within budget
- **Creativity and Initiative:** Ability to develop engaging content and creative solutions for promoting events and awareness campaigns
- **Organisation and Attention to Detail:** Excellent organisational skills, with a focus on accuracy and effective time management
- **Adaptability and Resilience:** Flexible and responsive to changing needs, with a positive and proactive mindset