# Learning and Development Business Partner

# July 2025

**Post** Learning and Development Business Partner

**Location** Glasgow/Central Belt

**Salary**  £28,000 – 32,000pa

**Reports to** Lead Learning and Development Business Partner

**Role purpose**

As Learning and Development Partner, you will have responsibility as the lead facilitator for learning in designated areas of subject matter expertise. You will design, develop and deliver high quality blended learning solutions and manage the upskilling and quality assurance of the assigned internal trainer pool. You will also contribute as appropriate to learning delivery in other subject areas. In your role, you will support and promote a strong organisational learning culture, working with line managers to assess and build staff capability. You will build strong and positive internal and external networks to support the successful delivery of the Learning and Development strategy. An indicative split of the time required on each key area of responsibility is provided below.

In terms of designated areas of subject matter expertise, we currently have a need for a Learning and Development Business Partner to deliver a range of courses including Emergency First Aid at Work, Safety Interventions, Administration of Medication, Manual Handling, Epilepsy Awareness and Rescue Medications. There may be a requirement to deliver other courses.

Experience in facilitating learning would be desirable and it is essential that the candidate has experience in the Health and Social Care sector.

**Key Responsibilities**

**Lead on learning solutions (60%)**

* Design, develop and deliver a range of learning solutions with clear success criteria including face-to-face and digital interventions.
* Stay abreast of best practice and regularly update learning methodologies and content accordingly
* Implement feedback and evaluation processes to measure the effectiveness of learning solutions
* Support the upskilling and development of internal trainers and quality assure their output
* Forecast learning requirements and ensure learning delivery is scheduled accordingly
* Ensure relevant organisational policies and documentation in designated subject matters are regularly reviewed and updated
* Develop positive relationships with internal and external stakeholders and networks
* Maintain records of learning delivery to support analysis of overall organisational development activity
* Support the delivery of learning solutions in other subject areas as required and as appropriate.
* Contribute as required to the delivery of professional qualifications.

**Business Partnering (25%)**

* Partner with line managers to provide appropriate support, in building staff capability and adhering to agreed learning standards and requirements
* Support line managers to assess staff capability levels and to identify knowledge and skill gaps in relation to role objectives and performance requirements
* Provide timely advice to managers on appropriate best value learning solutions and facilitate access to internal or third-party providers
* Equip line managers to effectively support and supervise staff to transfer knowledge and skills into practice
* Supporting and Promoting Learning Strategy and Culture (15%)
* Actively support the implementation of the Learning and Development strategy and the continuous development of a strong organisational learning culture
* Promote and influence the engagement of staff at all levels with learning and development solutions and resources
* Support Learning and Development’s contribution to the overall induction process for new staff
* Contribute to the design, delivery and promotion of learning and development programmes and campaigns
* Lead or contribute as required to learning and development projects and wider team priorities.
* Maintain own continuous professional development, keeping up to date with innovations in learning design, methodologies and technologies and integrating these into our approach as appropriate

**Person Specification**

**Key Experience**

**Essential:**

* Experience of working in a health and social care setting

**Desirable:**

* Proven experience in facilitating high quality learning solutions
* Experience of digital learning design and facilitation

**Abilities, Skills and Knowledge**

**Essential:**

* Ideally educated to degree level in a relevant discipline
* Strong knowledge and understanding of the learning cycle, design principles, learning methodologies and technologies
* A deep understanding of the needs of people with learning disabilities, person-centred approaches and high-quality care practices
* Excellent interpersonal, facilitation and networking skills
* Ability to engage, support, influence and challenge colleagues at all levels
* Demonstrable confidence and credibility in areas of subject matter expertise
* High standard of written communication
* Effective planning and organisation skills
* A high degree of creativity and innovation
* Ability to work at pace and deal with change and ambiguity

**Desirable:**

* Strong knowledge and understanding of the voluntary sector including regulatory requirements
* A learning and development qualification
* Membership/registration with a relevant professional body
* Knowledge and understanding of the 70:20:10 learning model
* Strong digital capabilities
* Coaching and mentoring skills and experience

**Values and Attitudes**

**Essential:**

* Inclusive and respectful
* Commitment to supporting people to fulfil their potential and make a tangible positive difference to their practice
* A high degree of initiative and flexibility
* Commitment to high quality standards of learning and desire to continuously improve solutions
* Commitment to own personal and professional development

**Role Outputs**

High quality blended learning solutions delivered in a timely manner which:

* equips staff to deliver the highest standards of care to the people we support
* embeds organisational values and positively influences our culture
* ensure legal and regulatory compliance
* support effective personal, team and organisational leadership
* embed organisational change, including new technologies and ways of working
* Managers that are equipped to successfully build and support staff capability
* A strong organisational culture in which development is a natural, valuable and integrated part of the work of all staff