

## Learning & Development Officer

We are looking to recruit a Learning & Development Office to work as part of a team and the wider group.

- The ideal candidate would have proven working experience for at least 3 years as part of a training team together with an awareness of financial services and pension scheme administration. The knowledge of designing and executing successful training programmes is desired but not essential. The candidate would also be expected to work towards demonstrating the ability to mentor, coach employees as well as demonstrating an understanding of how change impacts on individuals and the business. Familiarity with traditional and modern training methods (including on-the-job, classroom, e-learning, workshops, simulations etc) is also a pre-requisite.

The position and duties will include but are not limited to:

- Leading by example: give good advice, provide all necessary support to staff, encourage ownership of work, challenge staff to seek continual improvement, be open and honest at all times, share information across the business, respect and value the contribution of others, exemplary attendance record, promote corporate values and ensure own personal actions are in line with corporate objectives and culture.
- Identifying training and development needs within the Company through job analysis, appraisal schemes and regular consultation with managers and the human resources department;
- Continually seeking to promote and instill (where appropriate) the thread of transformational leadership into training events.
- Continually seeks to identify, develop and deliver management training events that directly contributes to the maintenance of and improvements to Curtis Banks as a lean organisation.
- Assisting and guiding staff with taking professional qualifications
- Liaising with external exam providers to ensure that the qualifications are suitable for the business
- Developing, implementing, monitoring and validating the organisational practice of individual learning plans.

The applicants must possess a high degree of interpersonal and communication skills, both verbally and written. They must also be able to prioritise workloads and be adaptable to change and be passionate about learning and development.

This is a full time vacancy and the office Hours are 9.00am to 5.30pm - Monday to Thursday and 9.00am to 5.00pm on Fridays.

**Start date:** Immediately

**Duration:** Fixed term contract of 1 year with a view to becoming permanent

**Salary:** Negotiable dependent on experience

**Location:** Temple Quay, Bristol

**Person Specification:** a full job description is available upon request

All candidate will be asked to confirm their eligibility to work in the in the UK at interview stage and to provide evidence of it on appointment. Please note that successful candidates will be subject to a criminal records and personal credit check.

**We'd love to hear from you so here's how to apply:** Please send your CV, along with a brief covering email to [recruit@curtisbanks.co.uk](mailto:recruit@curtisbanks.co.uk)