JOB DESCRIPTION

DATE: February 2026

JOB TITLE: Learning & Development Manager

SERVICE: Human Resources and Development. Central Services

Hours: Full time 37 hours per week. (Fixed term 2 year contract)

GRADE: M8

REPORTS TO: Head of HR & Development

DIRECT REPORTS: None

RESPONSIBLE FOR:

The design, delivery and evaluation of high-quality learning and development (L&D) interventions that support organisational priorities, workforce capability, and a culture of continuous development.

The postholder will be providing expert consultancy, coaching and solutions that improve performance and support significant organisational change linked to Local Government Reorganisation.

GENERAL DESCRIPTION OF ROLE:

The postholder acts as the primary point of contact for all Learning & Development initiatives, ensuring that activity is fully aligned with the Council's Workforce Development Strategy or Member Development Strategy. This includes overseeing the design, coordination and delivery of corporate learning programmes, leadership development, mandatory training, Member development, and specialist professional development interventions.

The role provides expert guidance to managers, staff and elected Members, ensuring that all L&D activity is coherent, high-quality and strategically aligned. The postholder will identify, prioritise and respond to emerging learning needs across the organisation, ensuring that development activity supports workforce capability, organisational effectiveness and the skills required for the future Council.

Key Responsibilities:

1. Strategic L&D

- Translate organisational priorities into an annual learning and development plan aligned to corporate objectives and workforce needs.

- Provide specialist L&D consultancy to managers, supporting appraisal outcomes, workforce planning, and skills development.

2. Design & Delivery

- Lead the design and delivery of blended learning solutions including workshops, e-learning, coaching, and digital learning resources.

- Shape leadership development initiatives, talent programmes, mandatory training, and skills-based pathways.

- Develop content in line with modern learning methodologies, ensuring accessibility and inclusivity.

3. Organisational Development

- Support the organisation through Local Government Reorganisation by enabling change programmes that promote a unified, adaptable and future-ready workforce.

- Facilitate individual and team development sessions to support our workforce transition confidently into new ways of working.

4. Partnership Working

- Work collaboratively with neighbouring authorities and partners across Kent to design and deliver consistent, shared Learning & Development initiatives that support alignment during and beyond Local Government Reorganisation.

- Build and maintain effective working relationships with L&D, HR and organisational development colleagues across partner authorities to ensure coherent approaches to leadership, skills development and workforce capability.

5. Learning Needs Identification (Annual Appraisal)

- Lead the annual analysis of learning and development needs arising from the Council's appraisal process, working closely with managers to interpret themes, capability gaps, and organisational development priorities.

- Translate appraisal-driven insights into a coherent corporate L&D plan, ensuring that training, development pathways and learning interventions directly support service needs and future workforce capability.

6. Post-Entry Training & Qualifications

- Identify and advise on priority post-entry training and professional qualifications required to support career progression, service resilience, and regulatory/professional standards.

- Develop and maintain a structured approach to essential and desirable post-entry qualifications, ensuring alignment with organisational priorities and budget considerations.

- Provide guidance to managers and staff on appropriate qualifications, routes, providers and funding options, ensuring consistency and equity

across the organisation.

7. Member Development

- Coordinate the identification of Member learning needs, drawing on induction feedback, annual surveys and committee-specific requirements to produce a structured and prioritised development programme.

- Design, commission and evaluate a range of development opportunities—including governance training, committee-specific sessions, leadership skills, legislative updates and topic-specific learning—drawing on best practice from the Local Government Association and neighbouring councils.

8. Promoting Learning Resources & Information Hubs

- Promote learning and development resources across the Council's intranet, ensuring staff and Members are aware of available tools, training pathways, development opportunities and external offers (e.g. seminars and 'lunch and learn' sessions).

- Develop and maintain clear, user-friendly information hubs on the intranet to provide easy access to a wide range of L&D resources.

- Work with ICT, Communications and HR colleagues to ensure intranet content is well-structured, accessible, regularly updated and aligned with corporate branding and digital standards.

- Curate and signpost high-quality internal and external learning resources, ensuring both staff and Members have access to up-to-date, relevant development materials.

9. Commissioning & Supplier Management

- Manage external training providers in accordance with the Council's contract and procurement processes, ensuring high-quality provision and demonstrable value for money.

10. Evaluation, Reporting and Finance

- Evaluate the impact of key L&D interventions.

- Provide reports, dashboards, and insights to senior leaders on learning uptake, effectiveness, and emerging development needs.

- In conjunction with the Head of HR & Development, manage allocated L&D budgets effectively, ensuring cost-efficient use of resources and accurate financial monitoring and forecasting.

11. Collaboration & Support

- Act as a trusted advisor to managers on performance, capability, and development solutions.

- Work collaboratively with HR colleagues to integrate learning with wider HR

and organisational strategies.

12. Apprenticeship Levy – Strategic Use & Maximisation

- Lead on the strategic utilisation of the Council's Apprenticeship Levy, ensuring funds are fully maximised to support organisational workforce development priorities.

13. Any other duties

To comply with the duties placed upon employees by TMBC's Health and Safety Policy and related procedures. To act in accordance with all instruction, information and training required in relation to those duties.

The post holder will be required to carry out their job role and related responsibilities with reasonable care to themselves and other persons that may be affected by their work.

To comply with Tonbridge and Malling Council's corporate health and safety policies and procedures. To undertake relevant risk assessments and record those findings.

Report any accidents or incidents following the TMBC incident procedure. To ensure that relevant local health and safety arrangements and safe systems of work are in place.

To carry out such other duties as may be required of you, commensurate with the grade and level of responsibility. In particular, to participate in the Council's Elections and Emergency Planning Operations which may involve duties outside the post holder's normal job description and contracted hours.