THE LONDON SCHOOL OF ECONOMICS AND POLITICAL SCIENCE

Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the postholder.

Job title: Organisational Learning and Development Apprenticeship Advisor - 12 months fixed contract

Department/Division: Human Resources

Accountable to: Organisational Learning & Development Consultant

Job Summary

The Human Resources Division supports all people management activity across the School and is committed to delivering high quality and customer-focused services.

Reporting to the Organisational Learning Consultant the core focus of the role is to work in partnership with other areas of HR and the School to:

- Be responsible for taking a lead on the coordination of Organisational Learning apprenticeship programmes and support other programmes for staff which continually develop personal and professional competence and capability.
- Support other learning and development activities and projects that help further improve organisational effectiveness, staff motivation and engagement.

Duties and Responsibilities

- Coordinate apprenticeship learning and development courses funded by the apprenticeship levy. This includes overseeing coordination of apprenticeships, organisation of delivery from recognised suppliers, evaluation and marketing.
- Under the guidance of the Organisational Learning Consultant, develop and implement apprenticeship policies and procedures, in accordance with apprenticeship rules and Ofsted audit inspections.
- Work with the Government's DAS portal to enter apprenticeship information and ensure accurate reporting. Approve payment requests from the DAS portal to apprenticeship providers.
- Monitor apprenticeship levy budget and provide regular reports on budgetary position.
- Provide guidance to line managers and apprentices to ensure compliance with Government regulations.
- Support line managers and apprentices in maximising the apprenticeship learning experience.
- Conduct experience evaluation to inform continuous improvement of the apprenticeship offer.

- Coordinate Organisational Learning development programmes and learning schemes as required.
- Collaborate with colleagues and stakeholders in order to recommend and implement administrative processes to support specific projects and programmes.
- Support the development of provision delivered via online learning.
- Support the design and production of materials for learning and development events
- Support the delivery of other organisational and staff development projects and activity as required.
- Maintain and generate materials for the relevant parts of the HR website
- Support the wider activities of the HR Division

Flexibility
To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the exigencies of service. Job roles may also naturally develop over time and ongoing substantial changes to a role will be discussed between line managers and their staff, with job descriptions updated as and when appropriate.

Free Speech
The Code of Practice on Free Speech outlines the responsibilities of LSE to protect and promote freedom of speech and academic freedom within the law for students, faculty, staff, and visiting speakers. It applies to all activities on LSE premises and those conducted in the name of the School or LSE Students' Union at any location. The Code confirms that LSE does not take formal positions on political or international issues but provides a platform for critical debate within the law, taking account of the various legislative requirements and the context provided by policies and procedures. Procedures are set out in the Code on how events must be arranged and conducted.

Equity, Diversity and Inclusion (EDI)
LSE is committed to building a diverse, equitable and inclusive university. All staff are expected to contribute to a working, teaching and research environment in which people are treated with dignity and respect, and to comply with LSE's duties to prevent unlawful discrimination, harassment and victimisation on the grounds protected by the Equality Act 2010. LSE is also committed to advancing equality of opportunity in relation to social and economic background. These expectations do not require staff or applicants to endorse any particular political, philosophical or contested viewpoint, and are subject to LSE's statutory duties and commitment to protect freedom of speech and academic freedom within the law, which includes the right of academic staff to question and test received wisdom, and to put forward unpopular or controversial opinions.

Ethics Code
Posts (and post holders) are assumed to have a responsibility to act in accordance with the School's Ethics Code and to promote the principles and values that the Code enshrines. The Ethics Code clearly states that the whole LSE community, including all staff, students, and governors of LSE, are expected to act in accordance with the principles which are set out in the Code. As such you are required to read and familiarise yourself with it. The School's Effective Behaviours Framework is designed to support this Code. It sets out examples for the six behaviours that all staff are expected to demonstrate, these can be found on the following link: click here

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Environmental Sustainability
The post holder is required to minimise environmental and energy impacts in the performance of the role and actively contribute to the delivery of the LSE Sustainability Policies.