

Learning and Development Manager

We have an exciting Learning and Development Manager opportunity supporting the following three **Nottingham Venues** properties:

Set in 330 acres of the University of Nottingham's landscaped parkland, **Orchard Hotel** is a stylish, award-winning, eco-friendly hotel. With 202 bedrooms, a variety of meeting rooms, brasserie restaurant, bar and terrace. (Please note that this will be the primary location of this role).

East Midlands Conference Centre has recently completed a £2.1m refurbishment, sited adjacent to the Orchard Hotel, providing events for up to 1000 delegates.

Set within 65 acres of lakeside grounds, close to Nottingham city Centre, **Jubilee Hotel and Conferences** offers an innovative setting for events, along with all the comforts of a 100-bedroom modern hotel.

Main purpose of the role:

Reporting to the Director of HR, as a hands-on Learning and Development (L&D) Manager, you will play a critical role in developing the skills, knowledge, and capabilities of employees within our organisation. Your primary focus will be on developing and delivering effective learning interventions, programs, and initiatives that align with the organisation's goals and support the growth and development of its employees.

The role of L&D Manager at Nottingham Venues is multi-faceted, and you will be responsible for all Learning and Development needs within the organization, with potential focus on the following:

- **Training Needs Analysis:** Conduct comprehensive assessments to identify skill gaps and training needs within the organisation. Collaborate with department heads, managers, and HR to determine the specific training requirements for various job roles.
- **Learning Strategy Development:** Develop a strategic L&D plan that aligns with the organisation's goals, culture, and business objectives. Establish clear learning objectives and define the most effective approaches, methodologies, and tools to meet those objectives.
- **Learning Program Design and Delivery:** Design and develop engaging and interactive learning programs, courses, workshops, and training materials. Utilise a variety of instructional techniques, including e-learning, classroom training, blended learning, and experiential learning, to ensure effective knowledge transfer and skill development.
- **Learning Program Implementation:** Coordinate and oversee the implementation of learning programs, including scheduling, logistics, participant communication, and evaluation. Collaborate with internal stakeholders and external vendors, trainers, or subject matter experts as needed.
- **Learning Evaluation and Measurement:** Establish metrics and evaluation methods to assess the effectiveness of learning programs. Collect and analyse feedback from participants and key stakeholders to continuously improve the quality and impact of training initiatives.

- **Talent Development and Succession Planning:** Develop talent development plans to nurture employee growth. Collaborate with SLT to create succession plans and talent pipelines.
- **Learning Technology and Tools:** Stay updated on the latest trends, tools, and technologies in the L&D field.
- **Stakeholder Management:** Build strong relationships with internal stakeholders, including Executive leaders and Heads of Department, to understand their needs and align learning initiatives with organisational goals.
- **Compliance and Regulatory Training:** Ensure that mandatory compliance and regulatory training requirements are met, and relevant policies and procedures are communicated effectively to employees.
- **Core Values Training:** Ensuring that all employees are performing in line with Nottingham Venues values.
- **Measuring Outcomes:** Measure outcomes and evaluate effectiveness; continually improving and adapting to changing circumstances

The ideal Candidate:

- CIPD Level 5 (L&D) qualified or equivalent.
- Working with the Hospitality industry is highly desirable.
- Coaching qualification is advantageous, but not essential.
- Proven experience in learning and development, training, or related roles.
- Strong instructional design and curriculum development skills.
- Familiarity with learning management systems (LMS) and e-learning platforms.
- Excellent communication, presentation, and facilitation skills.
- Strong analytical and problem-solving abilities.
- Ability to work collaboratively and build relationships with stakeholders at all levels.
- Knowledge of current trends and best practices in L&D.
- Proven interpersonal and influencing skills

Benefits

- 25 days Holidays plus bank holidays, or a day off in lieu if contract requires you to work. PLUS, an extra day holiday for each years' service (up to a maximum of 5 years)
- Real Living Wage employer
- Opportunity to be part of our fantastic contributory Pension scheme
- Free meals and refreshments when on duty
- Excellent training and development opportunities through our internal training program and support with professional qualifications
- Employee wellbeing support via our Employee Assistance programme
- Discounted rates for both you and your family and friends in our hotels and restaurant
- Discounted membership at the University sports facilities

- Access to a range of retail, technology, and holiday discounts through the Nottingham Venues discounts platform
- Cycle to work benefit scheme
- Employee recognition including long service awards and monthly “Top of the tree” event
- Opportunity to earn additional payment by being a member of various employee committees
- Full uniform provided
- £250 recommend a friend incentive

In May 2018 the data laws changed for the better. This means you have better control of your own data and how it's used. We want to reassure you that we treat your details carefully and your data with the utmost respect. So we've updated our Privacy Policy to reflect how we collect, protect and handle your personal information.