

Job Description – Learning & Development Manager

Location:

Bristol based; the scope of the role will cover all Eunomia offices world-wide.

Hours of work:

5 days per week, contracted to 40 hours per week, Monday to Friday.

Start date:

ASAP

About the company:

Eunomia Research & Consulting is an environmental consultancy working primarily in the fields of waste management, resource efficiency, low carbon energy, marine planning and climate change mitigation. We currently have around 110 staff located in Bristol (HQ), London, Manchester, Scotland, Brussels, Athens, Australia and New York. It is anticipated that travel to other sites will be necessary within this role, although the extent of travel is not yet known.

Eunomia embraces diversity and equal opportunity and we are committed to building a team that represents a variety of backgrounds, perspectives and skills. The more inclusive we are, the better our work will be.

Job description:

We are looking for a Learning & Development Manager to join our Human Resources team. The successful candidate will be the go-to person and will have management responsibility for Learning & Development within the Company. This a new position within the Company and the ability to add value through L&D intervention will be significant. This role will suit someone who has a lot of passion and drive to make positive change and who enjoys a challenge.

Responsibilities:

Key responsibilities of the role will include, but are not limited to:

- Training – scope, design and deliver soft skills training and management development training.
- Training partner – partner with business experts to scope, design and source training provision where required.
- Select, set up and maintain a Learning Management System that is aligned to business needs.
- Responsible for training needs analysis and execution.
- Responsible for ensuring development plans are in place for all staff which are aligned to appraisals.

- Review best methodologies for learning delivery and learning acquisition per training requirement.
- Co-ordinate training activity and manage the training budget, including inductions and ongoing training.
- Event management – organise and run training events.
- Support and help embed a learning culture and contribute to a learning organisation approach.
- Report on and evaluate training provision at all levels.
- Coach and support staff to embrace a coaching style.
- Manage inductions and ongoing learning.
- Manage external training providers where necessary.
- Ensure practices and processes are in place to ensure we are best in class at knowledge and skills transfer.

Essential Criteria:

- Experience of creating and embedded L&D practices to fit business needs.
- Experience of working with remote staff and sites.

Desirable Criteria:

- Experience in developing practices and processes to enable knowledge and skills transfer in a services-based organisation.

Reports to:

Head of Human Resources

Remuneration & Benefits

Competitive salary depending on experience and qualifications

- Private Healthcare
- EAP
- Death in Service scheme
- Group Pension
- Income Protection Scheme (after completion of probationary period).

Holiday Entitlement

24 days per year (plus Bank Holidays) rising by 1 day each year to a maximum of 30 days per year.

Application information

To be considered all applications should be submitted electronically to jobs@eunomia.co.uk by the closing date of **12 noon, 04th May 2021** and **must include the following:**

- 1) A formal covering letter (maximum 2 pages of A4), addressed to Maria Ming summarising your suitability, your credentials, and reasons for applying. Please also state the notice period you are required to work out (if relevant), your earliest possible start date and current salary.
- 2) CV emphasising relevant experience.



Please note that applications will be reviewed on an ongoing basis throughout the application period.

No agencies please.

If you do have any queries please submit these by email or phone to:

jobs@eunomia.co.uk | 0117 917 2250

The Company reserves the right not to appoint anyone if no suitable candidates come forward.

Eunomia Research & Consulting is committed to Equal Opportunities and is a Living Wage employer.

Company no. 4150627

Eunomia Research & Consulting is committed to protecting data and respecting the privacy of persons it deals with. In so doing, we comply with the requirements of the General Data Protection Regulations (GDPR) 2018. We confirm that in the event you apply for a role within Eunomia, your details will be securely held by the company in line with the company's Privacy Policy which is available on Eunomia's website. We encourage you to read this policy in order that you understand our legitimate reasons for processing your data, as well as your rights with regard to submitting your personal information to us with regard to recruitment.