

The Union's vision is that: **Every student loves their time at Southampton.**

Your role in contributing towards achievement of this vision is described below.

Main Purpose of Role:

- 1) Identifying, delivering and sourcing solutions which actively develop our people
- 2) Overseeing and developing our digital learning content and the internal learning management system
- 3) Overseeing and developing our internal communications channels and staff engagement initiatives

Responsible to: Head of People

Grade: 3

Main Duties of the Role

Identifying, delivering and sourcing solutions which actively develop our people and their performance

- Support the Head of People in the delivery of the development and performance building objectives defined in the People Strategy
- Maintain and support the development of systems for identifying organisational performance and development priorities for our staff
- Lead on providing learning and development support and advice on bespoke interventions for our customer-facing staff and volunteers
- Consult and continuously liaise with key staff to ensure relevance, accessibility, engagement and impact of learning and development provision
- Co-lead in the marketing and promotion of learning and development activities for our people, including through the development of strong relationships with key stakeholders.
- Co-lead the development and co-deliver the annual induction and development programme for our Sabbatical Officers.
- Review, develop and maintain resources and materials to support staff learning and development.
- Develop feedback mechanisms to ensure a process of continuous review and evaluation of training and development initiatives.
- Keep abreast of learning and development research, thinking and delivery techniques.

Overseeing and developing our digital learning content and the internal learning management system

- Manage and administer the Learning Management System
- Manage, curate or develop digital support materials in line with our development programmes and initiatives in collaboration with the People Team and relevant stakeholders and users
- Liaise with relevant suppliers to ensure the content is up-to-date, engaging, accessible and fully functioning
- Plan and implement initiatives to maximise the engagement with digital development materials
- Provide specialist advice and guidance to stakeholders on content development, system functionality and engagement
- Provide troubleshooting support to key staff and systems/tools users
- Produce regular usage and completions reports, and support Line Managers in monitoring usage and completions in their areas

Maintaining and developing our internal communications channels and staff engagement initiatives

- Manage, develop and review our internal communications channels in order to meet the needs of the organisation and people
- Plan and deliver a programme of staff communication and engagement events, including social events
- Oversee the arrangement of all in person and virtual communications events and social engagement opportunities
- Manage our staff voice activities and initiatives, including Staff Forum and Staff You Make Change scheme
- Establish effective mechanisms to engage with and obtain feedback from people.
- Support in the measurement of the return on investment in people engagement activities
- Develop and maintain positive relations with staff, providing support in people matters.

Contribute to the overall effectiveness of the Union by

- Participating in and driving personal learning and development
- Attending all meetings and training events, as required
- Ensuring that statutory and legal obligations are met
- Supporting the implementation of SUSU's organisational strategy, promoting our aims and values through the goals of the departmental plan
- Promoting the Union's various policies within your work, in particular Health & Safety, Equality & Diversity and Ethical & Environmental

People Development and Engagement Adviser

Role Profile



- Contributing to the positive image of The University of Southampton Students' Union with students, University and the local community Working with the team to ensure a full service is provided at all times, providing cover as necessary Ensuring personal knowledge and skills are updated to ensure effectiveness in meeting work objectives.

Role Specification

We have described below the range of experience, qualifications, knowledge, skills and attributes we are looking for. We will use this to manage our selection process and also to identify any training and development needs once in post.

KEY/QUALIFICATIONS/EXPERIENCE REQUIRED	ESSENTIAL	DESIRABLE
CIPD qualified at level 3, or equivalent specialist experience	X	
GCSE Maths and English at Grade C or above, or equivalent	x	
Up to date knowledge of learning & development best practice, models, theories and emerging trends	X	
Experience of design and delivery of innovative learning & development solutions	X	
Experience in sourcing external training and development solutions which meet internal needs and demonstrates value for money	X	
Confident to deliver training interventions to staff teams	X	
Good working knowledge of learning technologies (e.g. LMS)	X	
Experience of planning and managing communications channels and content		X
Excellent communication and interpersonal skills to work with people at all levels across the organisation	X	
Project management experience		X
Experience of managing a budget		X
Organisational and planning skills to meet deadlines and manage changing priorities and workloads	X	
Excellent judgement with creative and analytical approach to problem solving	X	
Experience of collecting, analysing and reporting development/initiatives data metrics and insights	X	
Proficient use of technology, including the Microsoft Office suite and web technologies	X	
Enjoy working as part of a small team and possess a flexible approach to work	X	
Commitment to the provision of excellent customer service with a high level of discretion and professionalism	X	
Commitment to and understanding of equal opportunities, including inclusivity, diversity and access issues	X	
A commitment to the values and purpose of a Students' Union	X	
Experience within the Higher Education or Voluntary Sector		X

Our Values

As an organisation, our values underpin our work and guide what we live by in order to achieve our mission:



Stand Strong

We stand up for students and make sure their voice is heard.

We stand strong when facing challenges and are not afraid to be different. We think big and work to achieve great things.



Join Together

We are an inclusive and diverse community of students and staff

We join together with each other, the University, and the local community to make a positive difference.



Take Responsibility

We take action on the issues that matter to students and act with integrity.

We continually work to be more sustainable, challenge discrimination and prejudice. We strive to be a force for good for students and wider society.