

## **Culture and Performance Co-ordinator**

**Reports to:** Senior Culture and Performance Manager

As an organisation we want to be the best and we know we need the most talented people to help us get there. Like us, you'll have a real passion for maximising the potential of people and be excited to help us to deliver our ambitious approach to Culture and Performance.

### **What we need you to do:**

- Help creativity and innovation to thrive across our business, where all stakeholders are encouraged to put people development at the heart of everything they do
- Take responsibility for the co-ordination, organisation, and logistics of our robust learning programmes for both existing colleagues and onboarding
- Own the administration of our HRIS and LMS
- Provide regular progress reports, demonstrating the success of our endeavours
- Build strong and collaborative relationships with colleagues inside our organisation, as well as external stakeholders
- Use your network to help us keep one step ahead of the 'current' people development thinking

### **What you will be responsible for:**

- Helping to create an organisation where all our people have the right setting, skills, knowledge and experience to contribute to their maximum potential
- Supporting in the development of our 3-year cycle learning plan to ensure we continue to nurture our people to be the best they can be
- Working closely with our HR colleagues to ensure the induction/onboarding experience is seamlessly managed
- Managing the booking process for all learning-related activities
- Managing our learning spaces to support in-person delivery requirements
- Updating our Human Resource Information System (HRIS) with all relevant learning records
- Leading on allocations and reporting for all Learning Management System (LMS) initiatives
- Maintenance of all professional development plans and other paperwork relating to people development
- Providing metrics and analysis to evaluate learning programmes for staff and Board members
- Supporting with the delivery of training initiatives, sourcing suppliers where necessary and working with partners to get the best value for money
- Supporting wider cultural and engagement initiatives such as our staff surveys and colleague wellbeing events

### **Where you have come from:**

- A place that maybe wasn't ready for some of your more imaginative ideas
- A place where too many processes and procedures got in the way of truly innovative thinking
- A place where people development opportunities were seen as add-ons rather than part of everyday life

### **What our teams see in you:**

- An organisation dynamo who has the answer, or if not, knows where to find it
- A passion for growth, innovation and continuous improvement, eager to deliver excellent value for money services
- A person who sees an opportunity to be creative and revolutionise learning solutions whilst working in a hybrid environment
- A collaborative working style, effective at engaging with, influencing and enthusing colleagues, suppliers, and other stakeholders
- Someone who is happy to do routine tasks whilst developing innovative ideas, ensuring great communication throughout

### **As a person you will be:**

- Passionate about delivering an outstanding continuous development approach, whilst consistently demonstrating excellent value for money
- Someone with great attention to detail, and the ability to work autonomously as much as being part of a team
- Knowledgeable of HR and Learning Management Systems
- You will hold a relevant qualification, such as CIPD Learning and Development (Level 3), or be willing to work towards one
- Committed to the principle of "tenant-led" and to working to our values
- Confident, independent and have strong problem-solving abilities
- A strong communicator both verbally and in writing
- An energetic problem solver with the ability to make quick decisions when required
- Flexible and able to embrace change