



## Head of Training and Development Services

An experienced learning and development professional to join the IPA team to deliver our portfolio of well-established and respected training programmes to our clients, and to be responsible for designing, developing, and delivering innovative training programmes to meet the evolving needs of UK employers. The ideal candidate should have a strong background in training design, excellent communication skills, and experience in new business development.

IPA works with both non-unionised and unionised organisations. Our core programmes are focussed on practical support and training for employee representatives, line managers and senior leaders working with staff forums and works councils, and on supporting organisations to develop strong working relationships, based on collaboration and trust, with their trade unions.

The candidate should therefore be familiar with employment relations issues – in particular collective employee voice in all its forms - and have an interest in the changing world of work.

The Institute for Employment Studies (IES) is an independent, apolitical, centre of research and consultancy in employment policy and human resource issues. We work closely with employers in the manufacturing, service and public sectors, government departments, agencies, and professional and employee bodies. Based in Brighton, the Institute is a not-for-profit organisation (company limited by guarantee) and a registered charity with around 50 multidisciplinary staff. Our turnover is in the region of £3 million a year.

## Job Description

### Training Delivery

- Delivery of training sessions for client organisations – online and in person at client sites across the UK.
- Utilising a variety of instructional techniques and delivery methods to accommodate different learning styles and ensure that training programmes are interactive and engaging.
- Identifying potential new associates who can deliver training programmes and develop the associates' skills and knowledge.
- Management of the associate team.

- Project management and oversight of all training clients and projects to ensure that quality standards are met and customer relationships are strong.
- Regular review of all projects to disseminate best work practice methods.
- Supporting the research function with research and writing of case studies and input to research projects when workshops are required.

### **Training Programme development**

- The design and development of new training programmes drawing on IPA's areas of expertise, in particular employee engagement, employee voice, and employment relations.
- Undertaking a horizon-scanning function for future opportunities for training and consultancy services, in liaison with IES and IPA's professional teams and networks and collaborating with subject matter experts as necessary to gather input and feedback for programme development.
- Creating engaging and effective learning materials, including manuals, presentations, e-learning modules and other resources.
- Regularly reviewing and updating training content to ensure relevance and alignment with best practice.
- Keeping abreast of advancements in training methodologies and technologies to continuously improve training programmes.
- Implementing evaluation mechanisms to assess the effectiveness of training programmes. Analysing feedback from participants and key stakeholders to make continuous improvements.
- Exploring opportunities for accreditation for training programmes.

### **Client development**

- Collaborating with other team members to identify potential new clients for training services.
- Actively promote training services through undertaking speaking engagements and attending networking events.
- Managing relationships with clients and expanding the range of services delivered to them.
- Writing articles and blogs and being active on social media promoting the work of IES and IPA.

## **Person Specification**

- A professional qualification in learning and development, employment relations, human resources or related field.
- A background of working in a unionised environment or within a trade union.

- Familiar with collective employee voice - in all its forms.
- Proven experience in training programme development and delivery.
- Strong presentation and facilitation skills.
- Knowledge of e-learning.
- Excellent project management skills and attention to detail.
- Ability to work collaboratively and communicate effectively with diverse teams.
- Flexibility and ability to adapt to changing priorities.

## What we offer you



Salary is between £52,000 and £57,000 FTE depending on skills and experience

In addition, we offer:



A salary supplement, depending on the Institute's financial performance



A contributory career-average defined-benefit pension scheme (USS), to which IES pays a monthly contribution of 14.5% of basic salary and staff pay 6.1%



Hybrid and flexible working - with the opportunity to develop a working pattern that supports your work life balance



27 days' annual leave plus four Christmas closure days and bank holidays



An employee assistance programme, ongoing wellness offers, discounts and perks scheme, health cash plan and access to an occupational health service



Opportunities for learning and development including a comprehensive internal programme and active career planning



Equal enhanced parental pay for all new parents (maternity, paternity or adoption)



Pregnancy loss support and support during fertility treatment



Regular social activities and events organised by our Culture Club

This role will involve travel to deliver training on client sites across the UK, and potentially abroad although this is not typical. Many of our clients prefer online training, so travel is not required for every delivery. We are happy to consider applications from anywhere within the UK, provided you are happy to travel to deliver training and attend occasional team events at the IES office in Brighton. Most of our clients and colleagues work in a hybrid way and both client and routine internal meetings are held online.

We support flexible working, and so would be happy to consider applications from candidates seeking to work flexibly or part-time.

The Institute for Employment Studies is a registered charity (no. 258390). IES seeks to be an equal opportunities employer.

Our research and practice are guided by our values and our staff act in accordance with these. Our values centre on: respecting others, acting with integrity, collaboration, curiosity, excellence and compassion.

## How to apply

**Please apply using a standard IES application form. CVs will not be considered.** You can download an application form on the vacancy page of the IES website, found here: <http://www.employment-studies.co.uk/vacancies>.

**Please also complete an Equal Opportunities Monitoring Form**, which can be downloaded from the same webpage.

Please return the two completed forms to: [careers@employment-studies.co.uk](mailto:careers@employment-studies.co.uk) or post to Careers, IES, City Gate, 185 Dyke Road, Brighton BN3 1TL (Telephone: 01273 763456).

Application closing date: **Monday 12<sup>th</sup> February 2024**

If you wish to have an informal discussion about this post prior to submitting your application please contact Sarah Dawson, Head of Operations at [Sarah.Dawson@employment-studies.co.uk](mailto:Sarah.Dawson@employment-studies.co.uk)

Because of the nature of our work, appointments will be subject to a report from the Disclosure and Barring Service (DBS) or Disclosure Scotland.

The Institute for Employment Studies is actively seeking to improve the diversity of our workforce and welcomes applications from all under-represented communities and groups. We are particularly keen to attract ethnic minority candidates given their under-representation within applied social research. We are a Disability Confident Employer and are happy to make reasonable adjustments to accommodate the individual requirements of candidates with disabilities.

The Institute for Employment Studies encourages career development at all ages. Join us and work for an employer that values your experience. #AgeFriendlyEmployer

We are committed to supporting our staff at every stage of their career. That's why we have signed up to the Menopause Workplace Pledge. Find out more about this campaign from the charity [Wellbeing of Women](#).



We're an  
**Age-friendly  
Employer**





Happy to talk  
**Flexible  
Working**



**INVESTORS IN PEOPLE®**  
We invest in people Standard