



Learning and Development Advisor

Job Description

Job Title	Learning and Development Advisor
Team Leader	Head of HR
Team:	HR

JOB PURPOSE

This role supports the development of colleagues across the Firm by designing, coordinating, and evaluating learning opportunities that build capability and align with strategic priorities. Working closely with managers, colleagues and external partners, the role helps ensure that learning and development activity is relevant, accessible, well-managed and delivers clear value to the organisation.

DUTIES AND RESPONSIBILITIES

Learning Design and Delivery	» Design and deliver creative, effective learning and development programmes that respond to identified training needs and support the Firm's strategic objectives. » Research appropriate course materials and develop new learning opportunities for inclusion in existing and future programmes. » Conduct induction training for new joiners
Programme Management	» Support and develop the Nockolds Academy. » Create and manage engaging training programmes for Trainee Solicitors, Newly Qualified colleagues, and leaders. » Manage the early careers programme, including the Trainee Solicitor programme, vacation placements, apprenticeship scheme, ad hoc work experience opportunities, and attendance at university and school careers events.

Evaluation, Reporting and Budget Management	» Conduct learning needs analysis to inform priorities and programme design. » Evaluate and analyse the effectiveness of learning and development activities. » Manage the learning and development budget, ensuring training is cost-effective and delivers value. » Produce training statistics and reports to support monitoring, planning, and decision-making.
Stakeholder Support and Communication	» Provide managers and colleagues with advice and guidance on suitable training options. » Establish and maintain effective working relationships with internal and external contacts. » Keep the intranet up to date and provide regular learning and development communications to colleagues.
HR Processes and Projects	» Manage the Development Review process and Partners' 360° Reviews, providing advice and guidance as required. » Support ad hoc projects within the HR team. » Manage the Access LMS platform, ensuring it is up to date and implementing upgrades and new features

ABOUT YOU

Qualifications and education

- » CIPD Level 5 or equivalent.
- » Good standard of general education, with strong written and verbal communication skills.
- » Commitment to continuing professional development and keeping knowledge of learning and development practice up to date.

Learning and development expertise

- » Experience of designing, coordinating, and delivering effective learning and development activities for a range of audiences.
- » Ability to conduct learning needs analysis and translate identified needs into practical, engaging learning solutions.

- » Understanding of different learning methods, including face-to-face, virtual, and blended learning approaches.
- » Experience of evaluating learning activity and using feedback and data to improve future programmes.

Technical competencies

- » Confident user of Microsoft Office, particularly Word, Excel, Outlook, and PowerPoint.
- » Able to maintain accurate training records and produce clear statistics, reports, and management information.
- » Comfortable using HR systems, learning platforms, intranet pages, and other digital tools to support learning administration and communication.
- » Strong organisational skills, with the ability to coordinate multiple programmes, deadlines, and stakeholders.

Relevant experience

- » Experience of supporting early careers, trainee, apprenticeship, or graduate development programmes is desirable.
- » Experience of working in a professional service, legal or similarly regulated environment would be advantageous.

BEHAVIOURAL COMPETENCIES

We expect every person throughout the Firm to demonstrate behaviours rooted in our core values and to apply these consistently in their day-to-day work. For this role, the following behavioural competencies are particularly important:

- » **Approachable** – Builds positive, supportive relationships with colleagues, managers, and external providers. Listens carefully, communicates clearly, and creates an environment where people feel confident asking for guidance, sharing feedback, and engaging with learning opportunities.
- » **Integrity** – Acts with honesty, discretion, and fairness when handling colleague information, training feedback, development needs, and sensitive HR matters. Follows through on commitments, maintains confidentiality, and provides balanced, evidence-based advice.
- » **Professional** – Delivers work to a high standard, with strong attention to detail, good judgement, and a clear focus on service quality. Represents the HR team positively, manages priorities effectively and ensures learning activity is well organised, relevant, and aligned with Firm objectives.
- » **Dynamic** – Shows initiative, curiosity, and flexibility in identifying development needs, improving learning processes and responding to changing business priorities. Brings fresh

ideas, uses feedback and data to improve programmes, and supports a culture of continuous learning across the Firm.

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