



Job description

Job title	Learning and Development Officer
Department	Human Resources
Contract	Permanent
Salary	£26,959 per annum
Hours	Full-time, 36 hours per week
Location	Tate Britain, Millbank, London
Reporting to	Learning and Development Advisor

Background

Tate's vision is to serve as artistically adventurous and culturally inclusive art museums for the UK and the world. We deliver this through activities in our four galleries across the UK (Tate Liverpool, Tate St Ives, Tate Britain and Tate Modern), our digital platforms and collaborations with our national and international partners. At the heart of Tate is our collection of art, which includes British art from the 16th century to the present day, and international modern art from 1900 to the present day.

You can find further information about Tate on our website: www.tate.org.uk

About the role

To support the Learning and Development team to develop and deliver high quality programmes and interventions that are aligned to Tate's overall aims and objectives.

About your team

Our team of experienced HR professionals are committed to providing a high quality, innovative service to all employees in line with HR best practice, relevant legislation, government guidance and Tate's values.

We are a creative and forward-thinking team who are committed to enabling people to thrive and reach their full potential at work.

We are passionate about building an inclusive culture at Tate that encourages, supports and celebrates the diverse voices of our employees.

What you will do (Main Duties and Responsibilities)

- Plan and schedule Tate's core learning and development programme, including publicising the programmes, liaising with course facilitators, and keeping our resources, equipment and facilities maintained and working effectively.
- Support course facilitators with delivery of in-house training.
- Support the Learning and Development Advisor by creating, editing or updating e-learning modules, and contribute to keeping L&D work aligned with organisational objectives and key messaging.

- Be the first point of contact for staff and line managers with learning and development queries.
- Work collaboratively with the Learning and Development Advisor and HR BP team to identify learning needs and appropriate interventions.
- Develop and maintain intranet pages and other points of information relating to Learning and Development at Tate.
- Assist in processing invoices and expenses related to Learning and Development, including invoices related to the Specialist Training Budget.
- Develop and maintain the centralised training budgets, keep accurate records of commitment and spend and alert the Learning and Development Advisor to any variances.
- Act as lead administrator of the Learning Management System (LMS), maintaining the system and handling any related queries.
- Work collaboratively with colleagues and stakeholders to engage them with the LMS, promoting its use and supporting the development of a self-directed learning culture at Tate.
- Ensure the Learning and Development programme is effectively administered, and that up to date and accurate records are kept for all staff of training activities at Tate.
- Ensure feedback from programmes is collected and collated. Reporting on feedback and on programme attendance and completion in order to create data insights for varying stakeholders across the organisation.
- Undertake evaluation of L&D programmes, collating feedback, producing KPIs and making suggestions for improvements.

What you will bring to the team

- Experience of working in a support role in a training/learning and development team including facilitating the delivery of events.
- Able to demonstrate a thorough understanding and up-to-date working knowledge of people development and learning and development.
- Studying towards CIPD qualification or equivalent experience.
- High degree of computer literacy – knowledge of Windows based applications, able to use word-processing, database, spreadsheet, Internet and email applications and put together presentations and present information creatively.
- Highly developed administration skills, experience of reviewing and setting up efficient administrative systems.
- Clear and articulate verbal and written communication skills, with the ability to tailor own style and language appropriately in one-to-one and group situations.
- Confident and assertive, able to use a range of influencing styles to develop effective working relationships with employees at all levels within the organisation and to work constructively and positively when under pressure.
- Commitment to providing an outstanding, client-focused service.
- Able to look at issues creatively and put forward suggestions and new ideas of working.
- Excellent organisational skills - able to prioritise a wide range and high volume of activities and use available resources to ensure tasks are completed to deadline.
- Inquisitive, resourceful, willing to learn.
- Good numerical skills with close attention to detail when data inputting and undertaking financial administration. OR Numeracy – experience working with budgets.
- A mutually supportive and collaborative team working style.

- Ability to apply the principles of equality, diversity, and inclusion to learning and development.
- An interest and commitment to the work of Tate.

Tate for all

Diversity and Inclusion

Our jobs are like our galleries, open to all.

Our aim is to become a truly inclusive organisation with a workforce and audience as diverse as the communities we serve. This is fundamental to Tate's future success and our ability to continue to contribute to culture and society in the UK.

We want our workforce to be more representative of all sections of society at all levels in the organisation. The range of perspectives and experience diversity brings is an asset to our organisation and we want to create an inclusive, welcoming environment for visitors, artists and all those who work at Tate. Tate expects all employees to contribute to this aim as part of their role. More information about diversity and inclusion at Tate can be found on our [website](#).

Benefits

- Interest-free Season Ticket Loan.
- Cycle to Work scheme – enabling you to buy a bike in a tax efficient way, for travelling to and from work.
- Rental deposit scheme – an interest free advance to help towards the cost of a deposit for privately rented accommodation
- Subsidised staff catering arrangements and discounts in the Tate Restaurants and Cafes.
- Access to Tate Benefits which offers access to discounts in high street stores.
- Access to a 24/7 Employee Assistance Programme to support you with any work, personal or family issues. This includes telephone-based support, as well as comprehensive online resources.
- Free entry to paying exhibitions at Tate Galleries. Opportunities for family and friends to visit the major exhibitions out-of-hours.
- Discounts on items purchased in the Tate shops.
- Free access to a number of other galleries and museums throughout the UK on production of a valid staff pass.

Safer Recruitment

Tate is committed to providing a safe environment for all those who work at Tate and all those who come into contact with Tate as visitors to the galleries, as participants in Tate activities, and online. The safe recruitment of all those who undertake work on behalf of Tate is the first step to ensuring that we are fulfilling this commitment.

All positions at Tate are offered subject to the following conditions:

- Receipt of satisfactory references covering the last 3 of your employment or education.
- Health clearance
- A satisfactory Disclosure Check.

- Proof that you are legally entitled to work in the UK

You can find out more information about our pre-employment checks and what they mean for you in our 'Guidance Notes for Applicants' document.

How to apply

Our opportunities are open for you to apply online. Please visit:

www.tate.org.uk/about/workingattate/ to create an account by registering your details or, if you are an existing user, log into your account.

For all opportunities we ask candidates to complete an online application form for the vacancy they are interested in. If you need an application form in an alternative format please call us on 020 7887 4997. Once you have submitted your application you can keep track of its progress by logging into your account.

The closing date for the submission of completed application forms is **Wednesday 8th December by midnight**. Interviews will be held on **Friday 17th and Monday 20th December**.

