

# Senior Trainer (Learning and Development)



## People and Development

Grade 3

### Organisational overview

Nest is a great government delivery success story. Established in 2010, Nest has been a critical pillar of the government's automatic enrolment pension programme, with a public service obligation to accept any employer wishing to use the scheme to discharge their automatic enrolment duties.

Now with over eight million members, our award-winning pension fund is tailored to members' requirements by combining extensive research and an expert understanding of their needs. First-class investment practice and governance are the backbone of our organisation. We invest responsibly and sustainably and are always transparent about the choices we make. It is both a privilege and a responsibility to help each of our members achieve the retirement they want.

It is important that Nest has an equally diverse workforce and promotes an inclusive culture. This is in line with the organisation's values and ensures that Nest is a corporation fit for the future.

### Departmental/Directorate overview

This role will sit within Nest People and Development function reporting to the Learning and Development Business Partner and working closely with the wider People and Development team. The P&D functions consist of Resourcing & Acquisition, Culture Change, Learning & Development, Reward & Recognition, HR BP, People and Development Operations and DE&I.

The People and Development Team sits within the Central Support Services Directorate. Which is made up of several teams, overseen by our Chief Financial Officer. Consisting of a team of one hundred colleagues with the aim is to ensure the smooth, day-to-day running of Nest collaboratively within our varied areas of expertise.

## The role

The Senior Trainer contributes to the creation, maintenance and delivery of Nest's core development programmes such as Nest's Induction, Leadership, Management, Diversity, Equity & Inclusion, recruitment & Interviewing development programmes. There will also be scope to work with the business to facilitate directorate away days and working group programmes.

The role will involve working with the L&D team, ensuring an efficient, effective, and engaging L&D offering, and developing our curriculum. Collaborating with subject matter experts and business leaders to understand the desired learning outcomes for business needs to ensure the knowledge and learning transfer and measuring ROI against the intended outcomes. The role may be required to present and facilitate or executive leadership or company wide events.

## Scope and deliverables

### Accountability

- Contribute towards the delivery of the P&D and L&D strategies.
- Responsible for the delivery of soft skills training to include DE&I, Recruitment and Management Development
- Own the internal course contents working with the subject matter experts to keep it updated
- Facilitating parts of the NEST induction.
- Supporting Corporate function e.g., away days and conferences as required

## Deliverables

### **Design, deliver & evaluate a range of learning and development programmes.**

- Work with SME' across Leadership, Recruitment and DE&I
- Supporting in content creation for key training programmes
- Own and manage the delivery of the management and leadership delivery program

### **Deliver & Facilitation of key development programmes at Nest.**

- Nest induction for new starters
- Leadership & Management
- Diversity, Equity & Inclusion
- Recruitment & Interviewing

### **Supporting in content creation for facilitation of companywide, directorate, team and working group events**

- Consulting with stakeholders to lead on relevant projects ensuring delivery is achieved on time and within budget.
- Support and be accountable for the evaluation of the training programs.
- Work with L&D administration to ensure accurate training records are kept.

### **Content Lifecycle Management**

- Ownership of a library of L&D assets
- Manage the content development lifecycle, from initial ideation to final deployment, ensuring content is up-to-date and aligned with emerging trends.
- Supporting the wider P&D team on the implementation and communication of L&D solutions and materials

## Relationships and autonomy

- Role with interact with all levels across Nest.
- Will need to influence Heads of', Directors and SME's
- Will interact will all teams across Nest

## Role requirements

### Experience and technical skills

- The ability to operate flexibly and adapt quickly to the changing needs of the business and learners.
- Strong training, development and coaching skills in the F2F virtual/webinar training environments
- The ability to liaise with stakeholders at a variety of levels across the business.
- Proven experience/examples of creating first-class learning content.
- Proficient level of planning and organisational skills and be able to work on their own.  
Proven ability in identifying, planning, and running L&D Programmes
- Current knowledge of effective learning and development methods, whilst keeping abreast of latest trends and opportunities to deliver best in class training.
- Experience using and creating training programmes on an e-learning platform desirable.

### Personal attributes

- Holds a current or working towards a Training, Facilitation or L&D qualifications desirable.
- CIPD memberships desirable.

### Differentiators

This role will be integral to the delivery of the L&D Strategy in the delivery of key development programmes across Nest; The successful candidate will be able to shape and design how these programmes are run. Through stakeholder engagement and delivery, the successful candidate will be able to influence at all levels at Nest in becoming a more purposeful customer centric organisation.

### Working pattern

Flexibility considered for this role, but will be requirements to attend the office in Canary Wharf when face to face training and facilitation is required.

### Grade Descriptor

Grade 3 - Works to achieve operational targets with some direct impact on the results within the job area. Works independently, under limited supervision on moderately complex projects / assignments.

