

Job Profile

Job Title	People Development Advisor		
Job Reference No.	HOMEJD583	Date of issue:	April 2026

The job in a **nutshell...**

You support colleagues across Home Group with a wide range of People Development activity, so they are competent and confident in their roles with the required skills, knowledge and behaviours. You are responsible for the day-to-day running of our People Development offering, providing an excellent and streamlined service to our colleagues and managers.

You are a reliable, go-to colleague providing credible advice and support across People Development activities and processes. You play an important part in creating a positive learning experience for everyone, helping us to ensure we have a skilled and competent workforce.

What **success** will look like...

Engagement stays high because people understand what is available, what is mandatory, how to access it and why it matters. Working closely with our People Development Business Partners, you help deliver activity across colleague development, management development, engagement, culture, skills and talent management.

Mandatory learning stays compliant across the organisation, because you have clear oversight of what needs to be done and by when. Compliance information is reliable and easy for managers to understand. Any risks or gaps are spotted early so that action can be taken quickly. This keeps colleagues safe and ensures we meet regulatory responsibilities.

People Development data supports good decision making because the reports you produce are accurate, timely and easy to use. Managers and People Development Business Partners can understand trends, track progress and take action where needed.

Our Learning Management System stays accurate because you keep information current and well-organised. New classes, changes to classes and attendance records are accurate, and we can rely on the data for reporting and decision making.

We have a strong learning culture because you keep colleagues informed about development opportunities. Classes, events and updates are shared through Teams, Workvivo, email and stakeholder meetings. You regularly check in with colleagues, managers and other stakeholders to provide support and keep learning activity on track. You also support the

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development and maintenance of creative products and resources, collaborating inside and outside of the team, to ensure they meet the needs of colleagues.

Learning events run smoothly because you help coordinate the logistics with our People Development Assistant, Business Partners and external providers where necessary. Facilitators, attendees, rooms and catering are organised and in place. Clear information is shared before and after sessions, so everyone knows what to expect and what's next. This creates a positive learning experience and allows facilitators to focus fully on delivery.

Qualifications and professional accreditation records stay accurate and up to date. Renewal dates are monitored closely so nothing lapses. Colleagues know when re-accreditation is due and evidence is stored in our Learning Management System, ensuring we meet all professional registration, regulatory and legislative requirements.

A smooth and welcoming onboarding experience is in place for every new starter because you support their development from the very start of their colleague journey. You promote our onboarding offer so colleagues and managers know what to expect in their first months and beyond. Questions or gaps are picked up early, and colleagues feel confident, supported and set up to succeed.

You'll already have these **brilliant** skills, qualifications and knowledge...

Transferable Skills.	Technical qualifications, experience and knowledge.
We are great influencers • Be a real self-starter. • Build rapport and develop relationships. • Know how to get the best out of those you work with	Learning cycle and People Development • Good knowledge of the full learning cycle to deliver a smooth end-to-end service from needs analysis to evaluation. • A good understanding of People Development policies, processes and best practice. Confident in coaching and supporting managers, candidates and colleagues, providing reliable and credible advice. • Understands blended learning approaches including digital solutions.
We have an eye for detail • Pays attention to the details. • Applying legislation, working within policies and procedures Using and recording information accurately and timely	Data and Reporting • Confident using a Learning Management System or similar digital technology. • Experience managing learning data and producing clear reports • Able to spot trends and use insights to improve learning provision and outcomes.
We have creative spark	Stakeholder support

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• Think outside of the box about how things can be done more efficiently and effectively. • Be confident to try something new – give it a go. • Be receptive to and supportive of others' ideas	• Confident in supporting managers and colleagues to build skills and capability • Comfortable working with internal and external partners • Able to manage and prioritise workload effectively and keep activity on track
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We'd also love you to have, or be **brilliant** at... (but don't worry if not)

Experience using Oracle. Confident facilitating small sessions with support. CIPD qualified, equivalent experience or willing to work towards professional membership. A proactive learner who takes ownership of their development, wants to build new skills and is motivated to progress towards a future Business Partner role.

We're all **accountable** for...

Health and Safety of our ourselves and others; put simply this includes taking the time to complete all learning, understanding your role-specific responsibilities, working with reasonable care and taking steps to address and report problems related to Health and Safety. Taking a proactive approach to your learning and development to be the best you can be. This includes understanding and keeping up to date with all our relevant policies and processes as well as taking advantage of all the learning opportunities and resources available to you ... they're there for a reason but don't worry, we'll help keep you informed along the way. Promoting equality, diversity and inclusion as a top priority at Home Group; leading by example in your actions and demonstrating our Brilliant People behaviours. Keeping things compliant! You'll have role-specific and organisational goals but it's important you take these seriously and keep people and information secure and safe within the scope of doing your bit here at Home Group. Comfortable operating in a modern digital workplace, including using digital tools to work collaboratively and productively.

Other **important** stuff...

Budget Holder	No	Budget value up to £	
Manages People	No	# of direct reports circa	
Travel	Occasional	Driving Essential	No
DBS	None		

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