ROLE DESCRIPTION

Job Title	Learning and Network Co-ordinator
Salary Band	SCP 33-36
Reporting to	Culture and Inclusion Manager
Directorate	Resources
Service Area and sub area	Corporate Development
Team	Organisation Development, working with the Office for Public Service Innovation team on day to day basis
Political Restriction	None

1. Primary Purpose of the Post

The Learning and Network Co-ordinator will lead the day-to-day delivery of the OPSI Innovation Academy, supporting shared learning, networks and capability across public services in the Liverpool City Region. The role will co-ordinate learning programmes, Communities of Practice and knowledge-sharing activity that help practitioners apply innovation methods in real-world settings. Working closely with OPSI colleagues and regional partners, the postholder will design and convene inclusive learning opportunities, embed reflective practice, and ensure learning is captured, shared and applied. The role operates with a high degree of autonomy within an agreed framework, contributing to a connected and supportive innovation culture across the system.

2. Your responsibilities

- Support the delivery and ongoing development of the Innovation Academy, ensuring its programmes, networks and offers are implemented in line with OPSI's priorities and the needs of partners across the City Region.
- Coordinate and deliver key Innovation Academy workstreams, including Communities of Practice, the Share and Learn programme, learning events and the shared resource repository, ensuring these are well-organised, accessible and deliver value to participants.
- Establish and support Communities of Practice and cross-system networks by convening sessions, facilitating engagement, maintaining momentum and enabling peer learning and collaboration.
- Work with colleagues and partners to identify learning needs linked to OPSI learning and translate these into practical programmes, events, resources and interventions that can be delivered and iterated over time.
- Plan and deliver learning activities, including workshops, events and online sessions, managing logistics, communications, materials and participant experience.
- Capture, curate and share learning and insight from innovation activity, including producing accessible outputs such as blogs, summaries, case studies and learning resources.

- Work with colleagues to strengthen the link between learning and practice, supporting participants to apply insights within their own organisations and programmes.
- Develop strong links with the Corporate Development team and wider City Region Workforce Planning Group and Organisational Development network to ensure aligned and reinforcing work programmes and impact.
- Maintain and develop shared learning infrastructure, including repositories, communication channels and "working in the open" platforms, ensuring that learning is visible, accessible and used.
- Gather feedback and data on participation, engagement and impact, using this to continuously improve programmes, networks and learning offers.
- Build and maintain effective working relationships with colleagues, partners and stakeholders, supporting collaboration and engagement across organisations and sectors.
- Support the alignment of Innovation Academy activity with wider OPSI work, including the OPSI Lab and Partnership Board priorities, helping to ensure that learning is applied in practice.
- Contribute to the ongoing development of the Innovation Academy approach by identifying what is working, where improvements are needed, and supporting iterative development over time.
- Promote a culture of open, reflective and collaborative learning, supporting partners to engage in shared learning and apply insights in their own contexts.

3. General Corporate Responsibilities

- Commitment to demonstrating the corporate behaviours and upholding high ethical standards
- Compliance with all statutory requirements, standing orders and financial regulations of the organisation; ensuring all work functions are undertaken in accordance with health and safety legislation, codes of practice, and the organisation's safety plan
- Contributing to the preparation of corporate plans, risk registers and budgets leading on Service Plans, risk registers, budgets and resource planning for the areas of defined responsibility.

4. Recruitment Plan

Competency Based Interview and presentation

Key words:
Terms candidates may search to find this job online

Public service innovation; convening; enabling; partnership; public service reform; collaborative; learning; networks; communities of practice

PERSON SPECIFICATION

Job Title: Learning and Network Coordinator

Criteria		
Qualifications and Training	**E = Essential D = Desirable**	**Identified By**
Relevant qualification at Level 5 or above	**E**	**A**

Experience and knowledge	**E = Essential D = Desirable**	**Identified By**
Experience of co-ordinating learning, development, networks or knowledge-sharing activity, ideally within a public service, partnership or multi-agency context.	**E**	**A, I**
Experience of designing, convening or supporting groups, networks or Communities of Practice, with an understanding of how people learn through shared practice and reflection.	**E**	**A, I**
Experience of gathering feedback, insight or evidence and using this to improve approaches, refine offers and support continuous learning.	**E**	**A, I**
Working knowledge of learning, development or knowledge-sharing approaches, including how people and organisations learn through reflection, collaboration and shared practice.	**E**	**A, I**
Understanding of networks or Communities of Practice, including the conditions that support effective participation, shared learning and sustained engagement.	**E**	**A, I**
Knowledge of public service or partnership environments, including the opportunities and constraints of working across organisational and sector boundaries.	**D**	**A, I**

Skills and abilities	**E = Essential D = Desirable**	**Identified By**
Ability to plan, organise and deliver programmes or events, balancing multiple priorities and working to agreed objectives and timescales.	**E**	**A, I**
Strong interpersonal and communication skills, with experience of engaging a diverse range of stakeholders and creating inclusive, supportive learning environments	**E**	**A, I**
Ability to work collaboratively with colleagues and partners, building positive working relationships without formal authority.	**E**	**A, I**
Strong written skills, including the ability to capture learning clearly and make it accessible to a wide audience through a range of formats.	**E**	**A, I**

Personal Attributes	E = Essential D = Desirable	Identified By
Understanding of how learning and insight can be captured, shared and applied to improve practice, services or ways of working.	**E**	**A, I**
Ability to work with a high degree of autonomy within an agreed framework, showing initiative, sound judgement and a reflective approach to practice.	**E**	**A, I**

Key to Assessment Methods:

KO – Knockout question	A - Application	P – Presentation	T - Test
FQ – Filter Question	I – Interview	E – Exercise	AC – Assessment