



Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the postholder.

Job title: Senior Organisational Learning and Development Consultant (AI Skills)

Department/Division: HR (Organisational Learning)

Accountable to: Jacinta Stevens (Head of Organisational Learning and Development)

Job Summary

You will define what AI capability looks like across different roles and staff personas, then design, develop and deliver practical, high-impact learning pathways, championing engagement at every stage to ensure learning reaches and resonates with staff across the university. Primarily focused on AI, this role also contributes to the wider organisational learning and development portfolio, embedding AI capability as a core organisational skill.

Duties and Responsibilities

Skills, Capability & Frameworks

- Map AI skills and capabilities across different staff roles, and functional areas, applying the same approach to other organisational capability priorities as required
- Develop and maintain competency and capability frameworks that define proficiency levels across key development areas
- Contribute to the university's broader skills and talent development strategy

Learning Design & Development

- Design and develop engaging learning materials for the AI Foundations programme and wider OD&L initiatives
- Apply instructional design principles and adult learning theory to create effective, learner-centred experiences
- Translate complex technical and professional concepts into accessible learning content for diverse staff audiences
- Collaborate with subject matter experts to ensure content accuracy, relevance, and currency
- Ensure all materials align with university frameworks, accessibility standards, and brand guidelines

Learning Management System (LMS)

- Upload, configure, and maintain content within the university's learning management system
- Optimise LMS functionality to enhance user experience and learning outcomes
- Manage course structures, enrolments, and access permissions
- Monitor LMS analytics to track engagement, participation, and completion rates
- Troubleshoot technical issues and provide user support as needed

Needs Assessment & Audience Analysis

- Conduct comprehensive needs assessments across staff groups, faculties, and professional



services to identify AI and broader learning requirements and capability gaps

- Analyse organisational data and stakeholder feedback to understand varying levels of readiness and adoption barriers
- Map staff personas and learning needs to create targeted intervention strategies
- Identify priority audiences and develop segmented approaches for different staff cohorts

Programme Strategy & Design

- Design tailored learning pathways and programme structures for different audiences
- Develop an AI fluency framework that defines progressive capability levels, competencies, and success metrics across the institution
- Create a long-term roadmap for embedding AI literacy and fluency as core organisational capabilities
- Apply strategic programme design thinking to other OD&L initiatives, ensuring a joined-up approach to learning across the university
- Ensure all programme design aligns with university strategy, values, and operational priorities

Stakeholder Engagement & Delivery Coordination

- Build and maintain partnerships with, departments, centres and professional services to enhance programme reach and impact
- Engage with senior leadership, heads of department, and key influencers to champion AI adoption and broader organisational learning priorities
- Coordinate programme delivery logistics including scheduling, communications, promotion, and participant journey management
- Facilitate consultation sessions, focus groups, and feedback mechanisms with staff communities

Change Management & Cultural Development

- Support organisational change management related to AI adoption, digital transformation, and other institutional development priorities
- Develop communications and engagement strategies to build enthusiasm and reduce resistance to change
- Create communities of practice and peer learning networks to sustain ongoing capability development
- Promote inclusive approaches ensuring all staff groups can access and benefit from learning opportunities

Evaluation & Continuous Improvement

- Design and implement evaluation frameworks to measure programme effectiveness and organisational capability growth
- Monitor content effectiveness through LMS analytics, learner feedback, and assessment data
- Iterate and refine content and delivery approaches based on evaluation findings
- Provide regular reports on programme outcomes, impact metrics, and return on investment
- Stay current with learning technologies, instructional design trends, emerging AI developments, and best practice

Collaboration & Team Working

- Contribute actively to the wider Organisational Development and Learning team and AI Foundations programme team, supporting colleagues on cross-team projects and priorities as required
- Support the Head of Organisational Development and Learning in strategic planning, reporting



Flexibility

To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the exigencies of service. Job roles may also naturally develop over time and ongoing substantial changes to a role will be discussed between line managers and their staff, with job descriptions updated as and when appropriate.

Equity, Diversity and Inclusion (EDI)

LSE is committed to building a diverse, equitable and truly inclusive university. All posts (and post holders) will seek to ensure diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, nationality, ethnic or national origin, religion or belief, sex and sexual orientation, or social and economic background.

Ethics Code

Posts (and post holders) are assumed to have a responsibility to act in accordance with the School's Ethics Code and to promote the principles and values that the Code enshrines. The Ethics Code clearly states that the whole LSE community, including all staff, students, and governors of LSE, are expected to act in accordance with the principles which are set out in the Code. As such you are required to read and familiarise yourself with it. The School's Effective Behaviours Framework is designed to support this Code. It sets out examples for the six behaviours that all staff are expected to demonstrate, these can be found on the following link: [click here](#)

Environmental Sustainability

The post holder is required to minimise environmental impact in the performance of the role, and actively contribute to the delivery of the LSE Environmental Policy.

Free Speech

[The Code of Practice on Free Speech](#) outlines the responsibilities of LSE to protect and promote freedom of speech and academic freedom within the law for students, faculty, staff, and visiting speakers. It applies to all activities on LSE premises and those conducted in the name of the School or LSE Students' Union at any location. The Code confirms that LSE does not take formal positions on political or international issues but provides a platform for critical debate within the law, taking account of the various legislative requirements and the context provided by policies and procedures. Procedures are set out in the Code on how events must be arranged and conducted.