Digital Learning & AI Capability Specialist

Talent Development, Liverpool

WINSTON TAYLOR.

About Winston Taylor

Shoulder to shoulder in your breakthrough moments.

Winston Taylor is a transatlantic law firm built for the businesses, people, and markets driving capital and innovation.

Whether you're leading the way, disrupting an industry, entering a new phase of growth, or launching a defining product—we're in the room with you. In the action. Sleeves rolled up.

Embedded in your business and sharing your ambition, we take the work personally. Shaping what we do and how we do it around your goals and needs, always one step ahead of the moment.

With a rich history spanning both sides of the Atlantic, we are present in the major commercial centers that matter to our clients: the U.S., the U.K., Europe, Latin America, and the Middle East. Combining scale with the speed clients demand, our defining capabilities include Major Litigation, Critical Transactions, Strategic IP, and Private Wealth.

Our team of over 1,400 lawyers works hand-in-hand across markets, sectors, practice areas, and client teams. All-in problem solvers, we bring the creativity to think differently, and the pragmatism to get things done when it counts the most.

We’re fluent in your world, with deep legal experience, rich sector knowledge, and active networks. Because in your business’s most critical moments, you don't just need legal know-how. You need people who are deeply part of your world and ahead of where it's going.

The opportunity for you

Position summary

The Digital Learning & AI Capability Specialist designs, delivers and evaluates digital learning solutions that build organizational capability and support business transformation. The role is responsible for driving the adoption of AI technologies, including Microsoft 365 Copilot and approved AI platforms, while developing AI capability, promoting responsible AI use, and enhancing digital learning across the firm. Working closely with business stakeholders, the role combines learning design, facilitation, learning technology expertise and AI enablement to help colleagues confidently and effectively use technology to improve performance and productivity.

Why Join Us?

This role offers the opportunity to shape the future of learning, technology and AI capability within the organization. The postholder will work at the forefront of digital learning innovation, helping colleagues develop the skills required to succeed in a rapidly evolving workplace while playing a critical role in advancing the firm's AI and digital transformation ambitions.

Job title

Digital Learning & AI Capability Specialist

Recruiting manager

Senior Talent Development Manager

Department

Talent Development

Working hours

Monday to Friday
(9:30 am–5:30 pm)

Working at least three days a week from our offices.

Location

Liverpool / Hybrid

Perm/FTC

Permanent

Salary

Competitive

Working pattern

We are committed to finding the right person for this role and are open to discussing flexible working patterns.

The opportunity for you

Position responsibilities

AI Capability & Enablement

- Design and deliver AI literacy programmes, capability pathways and role-based AI learning journeys.
- Create AI learning resources including guides, videos, self-directed content, use cases and prompt libraries.
- Lead Microsoft 365 Copilot adoption through training, workshops and practical learning experiences.
- Support integration of AI learning into induction and professional development programmes.
- Promote the safe, ethical and responsible use of AI in line with governance, compliance and regulatory requirements.
- Educate colleagues on AI opportunities, risks, limitations and best practices.
- Monitor developments in AI and emerging technologies, evaluating new tools and recommending innovative learning solutions.

Digital Learning Design & Delivery

- Design and develop engaging digital learning solutions using modern instructional design principles.
- Produce a variety of learning assets including e-learning, learning pathways, microlearning, videos, digital toolkits and performance support resources.
- Partner with subject matter experts to translate complex content into accessible learning experiences.
- Ensure learning content is inclusive, accessible and aligned to organizational standards.

The opportunity for you

Position responsibilities

Learning Technology Systems

- Act as administrator and subject matter expert for learning management systems and digital learning technologies.
- Manage learning content, pathways, learner records and platform optimisation.
- Support implementation and enhancement of learning technologies, including AI-powered learning tools.
- Work with internal and external partners to resolve issues and improve user experience.

Learning Analytics & Stakeholder Partnership

- Monitor engagement, adoption, completion and impact metrics, producing reports and dashboards.
- Conduct learning needs analyses, skills assessments and AI capability reviews.
- Use data and learner feedback to drive continuous improvement.
- Build strong relationships across the business and provide expert guidance on learning, capability development and digital adoption.
- Support communication and engagement campaigns promoting learning and technology adoption.

Continuous Improvement & Innovation

- Stay current with developments in digital learning, AI and workforce capability.
- Identify opportunities to improve learning effectiveness, operational efficiency and employee experience.
- Contribute to the firm's digital learning and AI capability strategy.
- Champion a culture of innovation and continuous improvement.

The opportunity for you

Experience, skills, and qualifications

Essential Experience

- Experience in Learning & Development, Talent Development, Organisational Development or Digital Learning.
- Experience designing and delivering digital learning solutions.
- Experience facilitating virtual, blended and classroom learning programmes.
- Experience using learning management systems and learning technologies.
- Experience producing learning analytics and evaluation reports.
- Experience partnering with a wide range of stakeholders.

Essential Knowledge & Skills

- Strong understanding of adult learning principles, instructional design and learning evaluation methodologies.
- Knowledge of AI technologies, workplace AI applications and responsible AI practices.
- Demonstrable experience using Microsoft 365 Copilot and generative AI platforms.
- Ability to teach AI skills, develop practical use cases and create AI learning resources.
- Understanding of prompt design and effective AI interaction techniques.
- Ability to translate technical AI concepts into practical business applications.
- Strong facilitation, presentation, communication and stakeholder management skills.
- Ability to analyse learning data and generate actionable insights.
- Strong problem-solving, project management and continuous improvement skills.
- Knowledge of change adoption and capability development principles.

The opportunity for you

Experience, skills, and qualifications

Desirable Qualifications & Experience

- Experience supporting enterprise technology adoption programmes.
- Experience with Microsoft 365 Copilot implementation or adoption initiatives.
- Experience using Articulate 360, Storyline, Rise or similar authoring tools.
- Experience delivering AI capability and learning programmes.
- Experience within a professional services environment.
- Relevant qualifications in Learning & Development, Digital Learning, Organisational Development or Educational Technology.

Recruitment journey

Stage 1

Interview



Rob Fowler
Head of Talent Acquisition & Strategy

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Hannah Jackson
Senior Recruitment Manager

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Daniel Cheasley
Senior Recruitment Advisor

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Stage 2

Interview two

Stage 3

Meet and greet with some of the team



Kendell Woods
Senior Recruitment Advisor

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Meg Vaughan-Irving
Recruitment Senior Coordinator

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Lottie Williams
Onboarding Senior Adviser

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Stage 4

Induction

Stage 5

Ongoing development

We are committed to making all stages of our recruitment process accessible to candidates with disabilities or long-term health conditions.

If you consider yourself to have a disability or long-term health condition, please feel free to be open about this at any point during the recruitment process. This will be dealt with in a confidential manner. If you are not sure what adjustments you require, we will work with you to establish the most suitable adjustments at each stage of the recruitment process.

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