

## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Learning and Development Admin Officer</b>
<b>RESPONSIBLE TO:</b>	Learning and Development Assistant Manager
<b>DEPARTMENT/ SECTION:</b>	<b>People Services</b>
<b>SALARY (£):</b>	<b>Grade 6</b>

<p><b>Main purpose of the role</b></p> <p>To support the delivery of a comprehensive learning and development service across the Association by providing a proactive, reliable and effective service.</p> <p><b>What we're looking for</b></p> <p>We're looking for an enthusiastic individual who is self motivated, organised and with excellent communication skills.</p>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<p><b>KEY RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>• Assist and support the organisation and co-ordination of learning, training and development activities, ensuring that employees attending training have all necessary documentation.</li> <li>• Review and continually update the training analysis matrix for individual departments, ensuring all relevant employees are compliant for their roles.</li> <li>• Assist with planning and facilitating Adra's Corporate Induction programme, to ensure maximum participation by new recruits and ensure a successful onboarding process for the employees.</li> <li>• Assist with the on-going development and placement of apprentices, trainees and graduates against their agreed development plan.</li> <li>• Arrange the work experience placement process and be responsible for finding placements within Adra and ensuring the welfare of students whilst they are on the placement.</li> <li>• Liaise with training providers and partner organisations regarding training courses.</li> <li>• Send out online training internally and monitor this.</li> <li>• Upload qualification certificates on to internal Human Resources I.T system.</li> <li>• Contact relevant staff to arrange and remind of upcoming training.</li> <li>• Responsible for the administration of Learning and Development function.</li> <li>• Supporting the Learning &amp; Development Assistant Manager in implementing and creating a corporate training plan.</li> <li>• Ensuring that department training plans are up to date and that mandatory training (e.g first aid, asbestos awareness, safeguarding) is completed within timescales.</li> <li>• Ensure the quality of all Learning and Development data is maintained and ensure compliance with the Data Protection Act.</li> <li>• Represent, promote and maintain a positive attitude and image for Adra.</li> </ul>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

- Actively and effectively promote the organisations Values.
- Ensure that the principles of equality and diversity and continuous improvement are embedded into the delivery of a consistent and responsive Learning and Development service.
- Ensure that the organisations Equality and Diversity, health and safety and customer service policies are complied with through all activities, and that all work is undertaken in accordance with relevant codes of practice and legislation.

No job description can cover every issue which may arise within the role at various times. In order to maintain an effective service, you may be required to undertake any other reasonable tasks, which is broadly consistent with those in this document as determined by your Director.

<b>PERSON SPECIFICATION</b>		<b>ESSENTIAL/ DESIRABLE</b>
<b>QUALIFICATIONS</b>		
Good standard of education, 4 Grade A-C GCSEs or equivalent including English and Welsh.		<b>E</b>
Any further education qualifications (A-levels, NVQ etc)		<b>D</b>
<b>EXPERIENCE, KNOWLEDGE AND SKILLS</b>		
Can work proficiently with IT programmes and business systems		<b>E</b>
Excellent communication, verbal and written skills		<b>E</b>
Ability to establish effective working relationships		<b>E</b>
Pro-active, Self-motivated, positive and able to work under pressure		<b>E</b>
Understands and applies tact and diplomacy, handling issues sensitively and confidentially		<b>E</b>
Strong administrative skills		<b>E</b>
In possession of a full driving licence		<b>D</b>
<b>LANGUAGE REQUIREMENTS</b>		
Would need to be able to communicate in Welsh and English		<b>E</b>