**WORKDRY INTERNATIONAL**

**POSITION DESCRIPTION: Learning & Development Administrator**

**LOCATION:** Chandlers Ford

**POSITION PURPOSE:** Coordinate and administer training requirements to ensure staff are trained and developed to enable them to be safe and successful in their roles.

**RESPONSIBLE TO:** Learning & Development Manager

**RESPONSIBLE FOR:** n/a

**REGULAR CONTACTS: External** Training Vendors/Providers

Colleges/Education Providers

Professional Associations/Bodies (e.g. CITB)

**Internal** Fleet Support Managers

Solutions Managers and Teams

Installation and Electrical Managers and Teams

All Departmental / Branch Managers

Finance Team

HR Team

SHEQ Dept.

Business Technology Department

**MAIN RESPONSIBILITIES:**

* Responsible for booking specific branch training as assigned by the L&D Coordinator
* Support L&D Coordinator in the sourcing and organising of compliance, core and domain specific training as required by the business, either in-house or externally as needed and delivered via all learning methods within agreed timeline.
* Liaise with training providers/training venues/hotels/caterers etc.
* Support the Travel inbox arranging travel / accommodation for the wider HR team.
* Support L&D Coordinator in the issuing of joining instructions for compliance, core and domain specific training to delegates prior to sessions being delivered.
* Check confirmation of attendance during session and follow-up with non-attendance
* Collate training feedback ready for evaluation by L&D Coordinator
* Coordinate completion certificates to be recorded; checked; distributed; diarised for renewal & system updated.
* Ensure renewal training and certification is completed as required within agreed timelines.
* Contribute to the smooth running of Training Inbox and coordinate to meet business/department needs.
* Maintain a preferred suppliers list of training providers.
* Check invoices against purchase orders and submit for payment to ensure timely payment of Invoices.
* Liaise with Training Coordinator in the issue of all Site/Driver cards/certifications.
* Manage the certificate process – ensuring they are sent to those required and stored in the system.
* Produce Training Agreements as required within agreed timelines.
* Support the L&D Coordinator to ensure all training process are complete for Leavers; Transfers; Job Changes; Probations etc.
* Input new starters training records onto database to meet business needs.
* Provide information on Training Agreements for leavers to the HR Coordinator.
* Support the output of L&D Inbox as requested.
* Triage the L&D inbox in the absence of the L&D Coordinator.
* Support L&D Coordinator’s general duties as required during annual leave or staff sickness/absence.
* Support Department audits and tenders as directed

*The main responsibilities are outlined above. This is not a definitive list, and other tasks/activities may be necessary as the company’s commercial activities require.*

**QUALIFICATIONS & EXPERIENCE:**

**Essential**

* Computer literate (Intermediate level MS Office applications, in particular)
* Detail conscious, with good administration skills
* Professional and confident with excellent interpersonal and communication skills.
* Ability to form effective relationships with people at all levels and to communicate well over the telephone, face to face and in writing.
* Excellent planning, organising skills, with an ability to prioritise and juggle a busy workload and multi-task.
* Pre-emptive and able to assimilate new information quickly.
* A good standard of education to GCSE or NVQ L2 equivalent is required.
* Adaptable and Flexible approach, using initiative.
* Ability to work independently, and as part of a team

**Preferred**

* Previous training and/or HR administration experience.
* Knowledge of training requirements within the Construction industry, engineering, logistics or similar industries where there are complex training requirements.
* Experience with HR software, like HRIS or HRLMS.