

**Job Code 239**      **HR & Training Co-ordinator**

**Reporting to:**      **Regional HR & Training Advisor**

**Purpose:**      To assist in the co-ordination of regional L&D activities and to provide a support and advisory service throughout the region regarding learning and development and to provide a confidential Human Resources administration service.

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<b>Achieving Results</b>
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- Training database up-to-date
- CSCS percentage card-holding
- Timely renewal of Health and Safety qualifications
- Maximise Construction Skills Grant Claim
- Effective co-ordination of L&D interventions
- Community & Education initiatives
- HR Administration & PA duties for Regional Managing Director
- Community Initiatives / Training and Employment database
- Any other Training and HR administration task as directed.
- All secretarial duties for Regional Managing Director
- Making appointments and arranging meetings

<b>Managing the Process</b>
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**Administrative tasks**

- Electronic filing and photocopying
- Providing holiday / sickness cover when required for: reception duties, sorting of post and general office administration
- Production of general paperwork in line with company policy and procedures

**Training database**

- Data-input onto the training database to include training needs, course bookings, delegate attendance, costs, provider details and qualifications.
- Running reports from the database to provide information as and when required

**Co-ordinating L&D events**

- Production of booking confirmation and joining instructions
- Booking venues, booking refreshments, issuing delegate lists and obtaining attendance records.

**Recruitment**

- Assisting with the short listing of application forms for the Apprentice Craft Academy and Management Trainee programmes
- Assisting with the interviewing of candidates for the Apprentice Craft Academy and Management Trainee programmes

- Production of recruitment letters

#### **Maximising PR opportunities**

- Collation of training and employment and educational information on to the Community Initiatives / Training and Employment database

#### **Monthly newsletter**

- Collating departmental information on a monthly basis, producing a 2-sided A4 newsletter in Microsoft Publisher and distributing electronically and in hard copy to all sites/offices

#### **Training delivery and design**

- Issue IT TNA's to identify IT users training requirements
- Deliver small IT workshops or one-to-one coaching sessions where appropriate
- Design and delivery of training intervention

#### **Ensure that the relevant paperwork is filed on Employee HR files**

- Ensure that an electronic and paper based HR file is set up for each new employee.
- Ensure that all appropriate paperwork is filed on the individual's HR file.

#### **Other**

- Health and Safety - All employees have a statutory duty to look after their own safety and to give due consideration for the safety of others. Employees also have specific responsibilities as set out in the Company Health and Safety Policy.
- Equality & Diversity - All employees must comply with the Company Equality and Diversity Policy, ensuring that at all times behaviour is fair and non-discriminatory.

<b>Serving the Customer (Internal and External)</b>
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- Attending career fairs and other education events to represent Lovell in a professional manner to raise industry profile and inform potential trainee candidates
- Liaising with schools and EBP'S to accommodate work experience placements, issuing of confirmation details to all involved, and ordering of PPE
- Contacting training providers by telephone and corresponding by e-mail and post to co-ordinate the booking of courses
- Requesting training information and attendance confirmation from office and site staff in person and/or in writing, and chasing when necessary to meet deadlines
- Offer advice and guidance to employees on formal training programmes
- Provide cover during the absence of the Regional Training and HR Advisor where appropriate.

<b>Delivering Quality</b>
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- Photocopying and filing of training information to ensure records are maintained and available for claiming CITB funding. Copying and issuing staff with original certificates. Keeping organised paperwork for access by the training advisor.
- Ensure that updates to Cascade are input with accuracy.

- Ensure changes are communicated to Payroll Department in time for Payroll cut off dates.

### Technical Skills and Knowledge

	Basic	Intermediate	Advanced
Microsoft Word			
Microsoft Access			
Microsoft Excel			
Microsoft PowerPoint			
Microsoft Outlook			
Microsoft Publisher			
Cascade - Recruitment			
Cascade - Training			
Photocopying & Filing			
Knowledge of Training Cycle			
Data-input			
Knowledge of Lovell IT systems			
CIPD Certificate in Personnel Practice			
Communication skills - verbal and written			
Ability communicate with others verbally and in writing			
Ability to effectively co-ordinate HR records/paperwork			

### Training Profile

A training profile for this role, which includes all the compulsory training which is required, is published on the People Development site on INSITE. Full course descriptions explaining the content of these courses are also available on INSITE.