

Learning and Development Co-ordinator

Generic title	Assistant
General Description	A functional support role to support closely defined tasks within the Learning and Development function. The role will report into the Head of Learning and Development.

Competencies

Achieving Results	Demonstrates enthusiasm for the role. Good organisation skills and able to keep projects and tasks on track for delivery.
Analytical thinking and decision making	Using personal experience and systematic approach to arrive at decisions on straightforward issues.
Communication	Personable and confident when communicating with others.
Dealing with change	Positive attitude to embrace change and proactive in seeking new ways of working.
Teamwork	Work collaboratively with the wider HR and L&D teams across the Construction business.
Leadership	The capacity to assume some position of influence within a team.
Managing resources	Ability to manage own time and priorities and constraints set by others.
Negotiation	The ability to discuss and agree priorities.
People Development	Manage self and use own personal experience to build rewarding relationships with all work colleagues.

Role definition

Summary of role	Provide administrative support to the Head of Learning and Development. There is also the opportunity within this role for further career development.
Responsibilities and accountabilities	<p>Understand the learning and development processes and procedures and be able to offer support to all internal stakeholders as required.</p> <p>Attend regular Learning and Development meetings with Regional Training Leads.</p> <p>Manage the administration and organisation of the Management Development and Early Careers Programmes.</p> <p>Support the administration and roll out of the Performance Management system.</p> <p>Support with the maintenance and management of the Learning Management System.</p> <p>Maintain learning and development activities and records on the Learning Management System ensuring alignment with the HR system.</p>

Qualifications, training and technical knowledge	<p>Educated to minimum A Level or equivalent in a business related discipline.</p> <p>Good understanding of company HR procedures and policies.</p> <p>IT literate with standard Microsoft software.</p> <p>Familiarity with HR databases and systems.</p> <p>Experience of providing advice and guidance within a support function.</p> <p>Experience of working within an HR or Learning and Development function would be advantageous.</p> <p>Able to work confidentially with sensitive information.</p>
Attributes and skills	<p>Ability to manage a given list of tasks.</p> <p>Ability to work well either alone or as part of a team.</p> <p>Good writing, analytical and problem solving skills.</p> <p>Ability to follow oral and written instructions.</p> <p>Ability to handle situations and problems.</p> <p>Know when to ask for help and guidance.</p>