

Training Coordinator

Generic title	Admin support
General Description	Works under close supervision providing administrative support to the team.

Competencies

Achieving Results	Capacity to work well within clear guidelines and produce required results within own role
Analytical thinking and decision making	Assessment of simple data within company guidelines, policies and procedures
Communication	Conveys straightforward information with accuracy in familiar situations
Dealing with change	Will consider different approaches Capacity to accept change
Teamwork	Co-operate with team members to get my job done
Leadership	Accepting authority and the need for leadership
Managing resources	Appreciates the time, cost and quality of implications of their job role
Negotiation	Open to persuasion
People Development	Willingness to be developed and accept new skills

Role definition

Summary of role	Provide a comprehensive development and training service to the business unit and contribute to the overall provision of development and training solutions within the business.
Responsibilities and accountabilities	<p>Coordinate all local training activities and deliver as appropriate</p> <p>Support the Education Liaison Advisor as required in monitoring the progress of graduate, trainee, apprentice and all other professional and academic programmes</p> <p>Analyse corporate and individual training needs in conjunction with the business unit Managing Director, Area or Functional Directors, and other relevant members of the management team</p> <p>Effective and efficient management of CITB grant claims to ensure maximisation of grant recovery</p> <p>Compile CITB/CSkills training plan</p> <p>Display competence in analysing the training needs and identifying skills gaps of employees where requested or required by working with management team.</p> <p>Maintain and update the training database</p> <p>Manage the training budget and monitor grant recovery in accordance with given time scales</p> <p>Offer ideas for systems and process improvement</p> <p>Co-ordinate and log PFADR and weekly paid job chat activities</p> <p>Prepare and maintain a training plan using PFADRs, safety training matrix and through the identification of training needs</p> <p>Book training courses, select venues and liaise with chosen venues on price and availability</p> <p>Understand fully the programmes and courses on offer and how these can best be utilised by staff within the local area and/or business unit</p> <p>Management and monitoring of employees studying for further/higher qualifications</p> <p>Produce reports and data as required by local business unit and central Learning and development function including achievement awards, NVQs, training surveys and other ad-hoc requests as required</p> <p>Build strong customer relationships with all staff by being approachable and knowledgeable.</p>

	Ensure new suppliers are properly evaluated and selected, taking appropriate advice Build, and continue to build, effective supplier relationships Be prepared to take additional responsibility to support the department or function
Qualifications, training and technical knowledge	Good standard of education either GCSE level or equivalent (NVQ level 2) Previous training co-ordination experience desirable Good communications skills and organisational skills, with the ability to communicate effectively at all levels Good persuasive and influencing skills and the ability to build relationships with people at all levels
Attributes and skills	Ability to understand procedures and policies of the organisation Ability to deal effectively with colleagues PC literate including Excel, Word and databases with good keyboard skills Ability to work well either alone or as part of a team Good writing, analytical and problem solving skills Ability to follow oral and written instructions Know when to ask for help and guidance Commit to ongoing development Motivated and enthusiastic