**Job Code: 279 Training Administrator**

**Reporting to:** Regional Training Advisor

**Purpose:** To assist and support with general administration for the training function

**Achieving Results**

* Ensuring CITB grant claim is maximised for the region
* Efficient support to the training department
* Regular updating of the Training Database - Empower
* Assisting with co-ordination of training events
* Attending Career and community events when required

**Managing the Process**

* Undertaking any general typing of process documents, letters for job applicants, training course joining instructions and booking information.
* Photocopying and filing/scanning of training information to ensure records are maintained and available for claiming CITB funding. Copying, recording and issuing staff with original certificates. Keeping organised paperwork for access by RTA (Regional Training Advisor).
* Ensuring all systems/documents are regularly updated to support RTA when issuing monthly management reports. Produce monthly reports in RTA’s absence.
* Contacting training providers by telephone and corresponding by e-mail and post to assist with booking of courses.
* Request training information from office and site staff in person and/or in writing, and chase when necessary to meet deadlines.
* Assist regional training advisor with co-ordination of training events by booking venues, booking refreshments, issuing delegate lists and obtaining attendance records.
* 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.

 **Serving the Customer (Internal and External)**

* Producing ‘Welcome to Lovell Induction Packs’ for office staff new-starters and site new-starters when required.

**Delivering Quality**

* Data-input to training database to include training needs, course bookings, delegate attendance, costs, provider details and qualifications. Use of database to provide information as and when needed.

**Technical Skills and Knowledge**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Basic** | **Intermediate** | **Advanced** |
| Photocopying |  |  |  |
| Filing |  |  |  |
| Data-input |  |  |  |
| Knowledge of Lovell IT systems |  |  |  |
| Typing |  |  |  |
| Communication skills – verbal and written |  |  |  |
| Microsoft Word |  |  |  |
| Microsoft Excel |  |  |  |
| Microsoft PowerPoint |  |  |  |
| Microsoft Outlook |  |  |  |
| Empower – Training Database |  |  |  |
| Lovell Academy – Learning Platform |  |  |  |

**Training Matrix**

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

Name of Mentor Appointed by Regional Training Advisor \_\_\_\_\_\_\_\_\_\_\_

* CSCS Visitor’s Card
* ELearning: HR, Sustainability Awareness, Sharps Awareness, Manual Handling, Customer Care, Fire Awareness, Mental Health (Considerate Constructors) – Within 6 months
* Empower Red - Database
* Lovell Academy
* Project Plus – overview
* LIMS Procedures and Standard LIMS Forms Briefing
* Business Policies and TILES
* Diversity in The Workplace – within 6 months/Year

Optional

* Fire Marshall (if appointed for the office)
* First Aid at Work (if appointed for the office)