

Job Code:	Training Administrator Fixed term contract – one year maternity cover
Reporting to:	HR & TRAINING MANAGER - LONDON, SOUTHERN & SOUTH CENTRAL
Purpose:	To provide administrative support to the London, Southern and South Central regions ensuring an efficient and effective training support to ensure all staff are compliant and all training records are accurate and up to date.
Salary:	£28,000 per annum

Achieving Results

- Regularly updating Cascade training software
- Keeping the training database up-to-date
- Timely renewal of Health & Safety qualifications
- Creating and issuing monthly reports
- Completing quarterly Construction Industry Training Board (CITB) funding grant claims
- Assist with career fairs/community engagement/school visits

Managing the Process

Administrative tasks

- Electronic filing, scanning and photocopying
- Assist the HR & Training Manager with data entry/admin tasks/ad hoc requests as required
- Photocopying and filing of training information to ensure records are maintained and available for claiming CITB funding
- Copying and issuing staff with training certificates
- Scanning and uploading all training documentation onto Cascade database
- Reception cover (on a rota basis) – responding to calls, greeting visitors

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
- Ensuring all CSCS cards are valid and booking Health, Safety and Environmental test renewals when necessary
- Ensuring eLearning modules are completed in due time for all staff
- Co-ordination of training courses by booking venues, organising lunch and refreshments, issuing delegate lists, ensuring information is printed, resources available in the meeting room and obtaining attendance records and feedback forms
- Production and issuing of booking confirmation and joining instructions for each training course
- Issuing of training certificates
- Delivering training on Cascade online holiday booking, and in-house business mileage to new starters (training will be given)
- Compiling London, Southern and South Central monthly training reports for the board reports
- Working with Royal Institute of Chartered Surveyors (RICS) assessors to develop a relationship with Lovell to support our employees with their RICS membership
- Management of graduates, trainees and weekly paid staff training needs
- Monitoring training statistics

Serving the Customer (Internal and External)

- Attending career fairs and other educational events to represent Lovell in a professional manner and to raise industry profile, and attract school, college and university leavers to the industry
- Liaising with training providers
- Requesting training information and attendance confirmation from office and site staff in person and/or in writing, and chasing when necessary to meet deadlines

Health & 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.

Behaviours

Through our Service First principles, every staff member has a responsibility for applying these principles within their working environment. This will be demonstrated by:

- Being respectful and courteous to others
- Being open and honest
- Doing what you say you will do
- Promoting teamwork
- Choosing the right attitude and encouraging positivity
- Ability to self-organise
- Ability to prioritise to meet deadlines

Technical Skills and Knowledge

Technical Skills and Knowledge (minimum requirements)	Basic	Intermediate	Advanced
Microsoft Word		✓	
Microsoft Excel		✓	
Microsoft Outlook		✓	
Microsoft Power Point			✓
Accurate keyboard skills			✓
	Essential	Desirable	
Previous experience of working within a training department environment	✓		
Knowledge, understanding and application of good customer service	✓		
Knowledge and understanding of construction and house building industry		✓	
Flexible, adaptable and a team player	✓		