

Learning and Development Co-ordinator

Generic title	Assistant
General Description	A functional support role to support closely defined tasks within the local and wider Learning and Development function across Morgan Sindall Construction. The role will report into the HR Business Partner for the business unit.

Competencies

Achieving Results	Demonstrates enthusiasm for the role. Good organisation and coordination 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 stakeholders over various levels.
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 and stakeholders.
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 and coordination support to the HR Business Partner. There is also the opportunity within this role for further career development to L&D Advisor to L&D Business Partner.
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> <p>Carry out Inductions and trainings for employees and apprentices across Scotland sites.</p> <p>Support relationships with external stakeholders that aid the delivery and development of our people.</p>

<p>Qualifications, training, and technical knowledge</p>	<p>L&D, CIPD certification or equivalent SCQF accreditation. Alternatively, able to demonstrate previous experience. Good understanding of company HR and L&D procedures and policies. IT literate with standard Microsoft software. Familiarity with HR and L&D databases and systems. Experience of providing advice and guidance within a support function. Experience of working within an HR or L&D or Early Careers function would be advantageous. Able to work confidentially with sensitive information.</p>
<p>Attributes and skills</p>	<p>Ability to manage a given list of tasks. 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. Ability to handle situations and problems. Ability to show initiative and challenge for continuous improvement and development. Know when to ask for help and guidance.</p>