

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>Support the Learning & Development partner to successfully implement the graduate, apprentice and all other professional and academic programmes</p> <p>Engage with Line Managers and Security teams to ensure all new graduates, summer placements and apprentices are prepared for their first day.</p> <p>Manage training records, ensuring attendance, certificates and qualifications are accurately captured.</p> <p>Support the Training Manager to effectively and efficiently manage CITB grant claims to ensure maximisation of grant recovery</p> <p>Compile training data for audits and board reports</p> <p>Collaborate with all Contracts to coordinate data to manage the business unit training calendar</p> <p>Analyse training data from Appraisals to compile training matrix to be submitted for approval</p> <p>Maintain governance and manage the administration of the Learning Management System (LMS) for the business unit, scheduling notifications and targeting content to specific audiences</p> <p>Book training courses, raise requisitions, liaise with approved training providers and communicate joining instructions to delegates</p> <p>Monitor progress and manage deployment of compliance training</p> <p>Collaborate with the Business Unit Communications & Marketing team for communicating Learning & Development activities</p> <p>Log the output of weekly paid job chat activities</p> <p>Support in the coordination and administration of large development programmes</p> <p>Produce reports and data as required by local business unit 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> <p>Ensure new suppliers are properly evaluated and selected, taking appropriate advice</p> <p>Build, and continue to build, effective supplier relationships</p> <p>Be prepared to take additional responsibility to support the department or function</p>
Qualifications, training and technical knowledge	<p>Good standard of education either GCSE level or equivalent (NVQ level 2)</p> <p>Previous training co-ordination experience desirable</p> <p>Good communications skills and organisational skills, with the ability to communicate effectively at all levels</p> <p>Good persuasive and influencing skills and the ability to build relationships with people at all levels</p>
Attributes and skills	<p>Ability to understand procedures and policies of the organisation</p> <p>Ability to deal effectively with colleagues</p> <p>Experience using a Learning Management System (LMS)</p> <p>PC literate including Excel, Word and databases with good keyboard skills</p> <p>Ability to work well either alone or as part of a team</p> <p>Demonstrates attention to detail</p> <p>Good writing, analytical and problem-solving skills</p> <p>Ability to follow oral and written instructions</p> <p>Know when to ask for help and guidance</p> <p>Commit to ongoing development</p> <p>Motivated and enthusiastic</p>