

L&D Administrator

London

Purpose of Job:

We are looking for a proactive, personable and thorough Administrator to join our People team to support our national business. You will support the People team with all administration duties in relation to Learning and Development, and our digitalisation project which involves the introduction of a new HR software and the associated administration of this.

Excellent attention to detail, communication skills and the ability to prioritise is essential, along with demonstrable administration experience within a similar role. Whilst experience within the People function is preferred, this is not essential.

This is a fantastic opportunity to join a small team which provides great opportunities for development and progression. If of interest to the successful candidate, we can offer the opportunity to complete a Level 3 or Level 5 apprenticeship in Learning & Development.

This role is based in our London office with the opportunity to work from home.

Duties and Responsibilities:

Learning & Development:

- + Coordinate Partnership quarterly induction
- + Update L&D schedules including personal reviews, mentors, apprentices, qualifications, professional competence
- + Update business unit and apprentice structure charts
- + Organise and facilitate CPD's (internal & external)
- + Issue training feedback questionnaires, collate responses and feedback to L&D Advisor
- + Conduct apprentice catch ups on a national basis to monitor progress
- + Support with organising National Apprenticeship Week
- + Administration, updates and uploading content to the L&D Wheel
- + Coordinate mandatory training and manage user access to training platform
- + Coordinate booking of any external training courses
- + Coordinate and support career ambassadorial activities including careers fairs, relationships with local schools etc.
- + Supporting the team with all admin related tasks including typing, scanning and filing
- + On an ad-hoc basis answer the main switchboard and manage general enquiries

Digitilisation project:

- + Assist the People Administrator to transfer all employee data to digital documentation, including correct filing procedures
- + Assist the People Administrator to upload and transfer employee data onto the new HR system when this is introduced
- + Produce L&D reports as required

Training Programme requirements:

- + Commit to goals and objectives of a career development programme including attendance of in-house and external technical and non-technical training
- + Familiarise and learn about sustainable low energy initiatives and to share this with other members of your team and wider within the Partnership

Person Specification:

	Essential	Desirable
Knowledge	<p>Competent using Microsoft packages including; Word, Excel, PowerPoint, Teams and Forms.</p> <p>Competent using Outlook email and the internet.</p>	<p>Interested in developing a career in Learning and Development</p>
Skills	<p>Excellent communication skills and confidence to communicate at all levels of seniority, liaising with multiple business units.</p> <p>Excellent time management, the ability to manage multiple tasks and prioritise at busy times.</p> <p>High level of organisation skills with a keen eye for attention to detail</p> <p>Work effectively within a team</p>	<p>Data analysis and reporting</p>
Experience, qualifications and prospects	<p>Experience working in an administrative support role</p>	<p>Previous experience working within the people function at an administrative level – HR, recruitment, learning & development</p> <p>Business or HR qualification</p> <p>CIPD membership</p> <p>Apprenticeship standard awareness</p>
Attributes and Personal characteristics	<p>Personable and approachable</p> <p>Excellent team working and interpersonal skills</p> <p>Flexible and proactive approach to work</p> <p>A passion to build a career and progress within the business</p> <p>Willingness to take ownership of tasks and use initiative.</p>	<p>An interest in sustainability or the built environment</p> <p>Recommend improvements or innovations</p>