

JOB DESCRIPTION

Post: People Development Assistant

Responsible To: People Development Manager

Summary of Post:

To provide high quality, accurate and timely clerical and administrative support to People Development, aiding the delivery of an effective, efficient and comprehensive service.

Specific Duties:

1. To undertake general administrative/clerical duties associated with the People Development service, supporting the People Development Manager in providing an effective, efficient, and comprehensive service.
2. To support the People Development team with the administration and coordination of training and wellbeing events (both internal and externally facing), including New Staff Induction (internal), training workshops, people development programmes and training delivered by external providers.
3. To monitor and maintain mandatory training records including monitoring expiry dates and supporting the administration of renewal training, ensuring training records are kept up to date.
4. To support in the delivery of Online Mandatory Staff training, assisting staff to access and complete their training, troubleshooting issues and supporting with the recording and monitoring of completion as appropriate.
5. To maintain a comprehensive record system – both electronic and paper based as required to include ensuring personnel files, including new starter files, are kept up to date with training certificates, qualifications, training agreements, and People Development Documentation is kept in order.
6. To take responsibility for the administration of the People Development Application process, answering staff queries about prospective and current requests, processing approved requests, processing training agreements for staff and payroll, and raising of purchase orders for training costs.

7. To assist in the updating of the People Development intranet page, the CPD Hub, and Knowledge Base articles, to promote the L&D offer and educate staff on how to access and manage their own development.
8. To prepare routine correspondence in the form of emails, letters, training flyers, and other documents as appropriate.

General Duties and Responsibilities:

1. To participate in the staff support & development scheme and to undertake training based on individual and service needs.
2. To take a lead in creating or to promote a positive, inclusive ethos that challenges discrimination and promotes equality and diversity.
3. To comply with legislative requirements and College policies and guidelines in respect to health & safety and data protection.
4. To demonstrate positive personal and professional behaviour as specified in the Staff Code of Conduct.
5. To undertake continuing professional development to support our culture of continuous improvement.
6. To partake in quality assurance systems.
7. To meet minimum relevant occupational standards.
8. To keep up to date with the skills required to fulfil the role.
9. To undertake any other duties commensurate with grade as may be reasonably requested.
10. You will be responsible for protecting staff and learners from all preventable harm as per Safeguarding procedures.

	EMPLOYEE SPECIFICATION	Application	Interview	Shortlisting Weighting
Skills				
1.	Effective written and oral communication	✓	✓	6
2.	Effective organisational skills and ability to work to deadline	✓	✓	4
3.	Effective teamwork skills	✓	✓	4
4.	Proficient with the use of IT	✓	✓	4
5.	Excellent customer service	✓	✓	6
6.	Ability to maintain confidentiality and an understanding of GDPR regulations	✓	✓	6
7.	Able to work with high levels of accuracy and efficiency	✓	✓	6
8.	Actively contribute to the College's Safeguarding practice, procedures, culture and ethos	✓	✓	6
Experience				
1.	Minimum 2 years' experience of administration in a busy office environment	✓		6
2.	Experience of working in a human resources or learning and development context	✓	✓	4
3.	Experience of using information management systems	✓		4
Education				
1.	Maths Level 2 (e.g. equivalent to GCSE grade C or above)	✓		4
2.	English Level 2 (e.g. equivalent to GCSE grade C or above)	✓		4
3.	Level 3 Administration qualification	✓		4
4.	Level 3 CIPD qualification	✓		4

Advice to candidates

This post is subject to an enhanced disclosure from the Disclosure and Barring Service.

In completing your application please draw attention to the extent to which you meet each of the criteria in the person specification marked as being assessed at application stage. Please use examples of where you have demonstrated the criteria with as much detail as possible to assist in the shortlisting process.

The shortlisting weighting indicates which criteria are the most important to the recruiting manager:

- 6** Minimum/critical - criteria which is essential for the role i.e. it would be extremely difficult for the person to carry out the role without already having these essential skills, experiences or qualifications.
- 4** Important - criteria that would be significant to the candidate being successful in the role. These may be skills, experiences or qualifications that have substantial meaning for the role but could be supported or taught on the job.
- 2** Other relevant - It would be great if the candidate had, but is not expected to be shortlisted.

Failure to meet all of the minimum/critical criteria would not necessarily preclude your application. Consideration will be given to experience and life skills. Continual Professional Development will be supported and encouraged.

Please be aware should we have a large number of applications for any of our roles we may complete the shortlisting of candidates based on the minimum/critical criteria only.