

Job description

Job title: Learning and Development (L&D) Administrator

Reports to: Learning and Development (L&D) Manager

Overall objective

To provide an efficient and accurate administrative service to the L&D team and firm. This role is focused on administration for L&D activities.

Required skills, knowledge and experience

Administrative experience within an HR team.

Essential skills include organisation, efficiency, accuracy, numeracy, attention to detail, team working and interpersonal skills. Requires the ability to work with confidential data, with a good understanding of Data Protection regulations. Excellent written and verbal communication skills.

Excellent IT skills are fundamental to this role, in particular advanced MS Word & Excel. Experience of using an HR database, preferably Cascade HR.

Key tasks

Provide administrative support for L&D team.

Training administration

Schedule induction programmes for new starters including all sessions on the central induction programme and follow-up items.

Advertise training sessions via email and keep the intranet up to date.

Administer training internally and externally as directed by the Learning and Development Manager. This will include:

- making external bookings
- booking internal courses
- arranging and tracking payments
- logging training records
- administering all training evaluation processes

- creating delegate lists
- producing training documentation and materials
- sending internal training invitations
- logging training sponsorship agreements

Manage the allocation and ensure completion of all e-learning.

Keep training attendance records up to date on Cascade.

Produce monthly reports for the training bulletin of courses undertaken and other ad-hoc reports.

Support the L&D Manager with updating the training intranet pages.

Support the IT Trainers with induction training for vacation scheme students.

Undertake some training sessions on behalf of the L&D Manager.

General administration

Use Condeco system to book rooms for the L&D team, including setting up VC connections if needed.
Manage travel and accommodation booking where necessary.

Prepare meeting agendas and take minutes of meetings where required.

Administer booking schedules for the Central Resource Secretary.

Other administrative tasks to support the L&D team as necessary.

Team support

Provide cover for Administration roles within the HR team.