**TITLE OF POST: LEARNING AND ORGANISATIONAL DEVELOPMENT ADMINISTRATOR**

**GRADE: SC4 (SCP 18-21)**

**RESPONSIBLE TO: ORGANISATIONAL DEVELOPMENT MANAGER**

**MAIN PURPOSE OF JOB:**

Under the guidance of the Organisational Development Manager, to undertake the support and delivery of duties within the function which contribute to the provision of an excellent service, whilst ensuring the effective use of resources. To support department managers in the delivery of exceptional services to our community and key stakeholders.

# 1 GENERAL DUTIES

* 1. To promote the Service Vision, ‘Creating the Safest Community’.
  2. To work effectively and efficiently to support line management in the delivery of the department’s aims and objectives.
  3. To maintain appropriate and robust information systems within the department.
  4. To maintain positive and effective liaison links with organisations and partners as appropriate.
  5. To support the preparation and production of a variety of quality information for inclusion in management and departmental reports.
  6. To ensure compliance with the General Data Protection Regulations and to ensure data security is maintained.
  7. To ensure relevant knowledge is up to date.
  8. To identify and recommend areas of potential improvement.
  9. To represent the function at internal and external meetings and events and take minutes when required.
  10. To support the activities of the function and diary management for line management where required.
  11. To support colleagues with their work as required.
  12. To attend internal and external training courses as necessary.
  13. To undertake any other duties as appropriate to the role.

1. **ROLE SPECIFIC DUTIES**
   1. To ensure that all policies and procedures within the function are adhered to and in accordance with regulations, lean thinking and value for money.
   2. To be responsible for the administration and coordination of all internal and external courses, to meet capacity and availability across the Service. Including training projects.
   3. Administration of IT Training as directed by the IT Trainer.
   4. To coordinate and report on all applications related to Post Entry Training and Education also serve on the Post Entry Board.
   5. To coordinate and assist in the facilitation of events hosted by the Learning and Development function e.g. pre-retirement seminars.
   6. To allocate routine administrative tasks to the Learning and Development Assistants and provide them with support and guidance in undertaking their duties.
   7. To undertake duties in relation to the Financial Management System (SAP) including procurement and the administration and monitoring of departmental budgets.
   8. To undertake agreed research related to the procurement of appropriate training for Operational and Corporate staff including sourcing funding for qualifications.
   9. To collate analyse and manage data and information regarding all courses and training programmes e.g. diagnostic exercises, training records and producing reports as required.
   10. Co-ordinator for the Training side of the Management Information System (MIS).
   11. To create, monitor and update the Service training programme as directed.
   12. To be responsible for monitoring and processing of all LGV license applications and renewals throughout the Service.
   13. To assist and support the delivery of training courses as deemed necessary.
   14. To maintain a Personal Development Plan System incorporating appraisal and assessment of individual training needs. Co-ordinate all PDP’s for Corporate Staff across the Service via Redkite. Respond appropriate and organise training as a result of any training requests.
   15. To provide effective diary management support for the Learning and Development function together with room bookings.
   16. To liaise with internal and external personnel to ensure the effective delivery of Learning and Development provision within the Service e.g. external training providers, DVLA, promotion of training courses.
   17. Research, establish and maintain contacts with external training providers eg; FSC, Outreach Rescue.
   18. Responsible for the creation, updating and monitoring of the L&D Intranet Page – Available Training courses.
   19. To respond appropriately to all departmental queries professionally and providing accurate and timely advice wherever possible.
   20. To be responsible for the departments filing systems and ensure an appropriate, archiving/scanning system is in place.
2. **HEALTH AND SAFETY (GENERAL POLICY)**
   1. By reference to current health and safety legislation and the Service's Health and Safety Policy to ensure that all employees:-
   2. Consider the safety of other persons who may be affected by their acts or omissions and to cooperate with their employer to perform and comply with any duties or requirements imposed upon them.
   3. Work with machinery, equipment and substances in accordance with information and training provided.
   4. Refrain from intentionally misusing or recklessly interfering with anything that has been provided for the purpose of health, safety and welfare.
   5. Report any hazardous defects in plant and equipment, or shortcomings in the existing safety arrangements, to a responsible person without delay.
3. **EQUALITY AND DIVERSITY (GENERAL POLICY)**
   1. To ensure an understanding and commitment to equality and diversity in accordance with service policies and procedures and demonstrate positive promotion of equality and diversity principles through working to the Service’s core values.
   2. To champion the principles of equality and diversity and provide appropriate advice, guidance and support.
   3. To challenge inappropriate behaviour and non-compliance with equality and diversity policies, procedures and principles.
4. **SAFEGUARDING** 
   1. To promote the application of the Authority’s Safeguarding Policies.

**6 ENVIRONMENT STRATEGY**

6.1 To demonstrate an understanding and commitment to the Service’s Environment Strategy, in relation to the environment and carbon reduction policies.