

## **LEEDS COLLEGE OF BUILDING**

### **JOB DESCRIPTION**

**POST:** Learning & Development Co-ordinator

**RESPONSIBLE TO:** HR Manager

**RESPONSIBLE FOR -**

#### **Main purpose of post:**

To co-ordinate and support learning & development activities for the College.

#### **Responsibilities:**

1. To assist in the effective delivery of the College's Learning & Development strategy by:
  - co-ordinating in house training courses
  - co-ordinating staff Training/ Development Days
  - co-ordinating booking arrangements and approval process for short and long external courses
  - liaison with internal stakeholders regarding the delivery of learning & development
  - liaison with external training providers
  - monitoring the learning & development budget
  - tracking & monitoring of mandatory training
  - providing advice on learning and development opportunities.
2. To provide advice and interpretation in relation to related College procedures as appropriate.
3. To co-ordinate the effective on-boarding of new employees.
4. To develop, co-ordinate and deliver an effective College induction process by ensuring all new staff receive inductions within agreed timescales.
5. To co-ordinate timely arrangements in relation to the College Probationary Period Scheme.
6. To co-ordinate & monitor the arrangements in relation to the College Appraisal process.
7. To track and monitor performance improvement plans and associated action plans.
8. To assist in the delivery of internal courses under the guidance of the HR Management Team.
7. To develop and maintain an accurate HR database.
8. To produce and analyse learning & development metrics.
9. To produce timely learning & development reports as required.
10. To administer staff surveys, co-ordinate responses, review benchmark data and action key priorities where appropriate.
11. To assist in the development of related HR policies and procedures.

12. To assist in HR related projects and initiatives as appropriate.
13. To assist in developing and publicising an Employee Benefits package.
14. To provide administrative assistance within the HR Unit as necessary.
15. To assist in actively supporting a culture that promotes equality and diversity within the College, producing relevant statistical information as required.
16. To be aware of and abide by the College health and safety procedures and associated policies.
17. To proactively implement the College's policies and procedures.
18. To undertake any other relevant duties as may reasonably be requested by the Principal.

**Please note this post is one of two HR Officer posts within the College. Each HR Officer may not undertake all the above duties and will instead concentrate on certain aspects but will be expected to work flexibly to provide cover as necessary.**

<b>Date: March 2019</b>	<b>Signature:</b>	<b>(Principal)</b>
<b>Issue: 8</b>	<b>Ref: Jobdesc/L&amp; D Co-ordinator</b>	

**This job description will be reviewed annually as part of a process of performance review.**

**Please Note:**

**As Leeds College of Building meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subjected to a disclosure from the Disclosure & Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. Further information on disclosure can be obtained from [www.disclosure.gov.uk](http://www.disclosure.gov.uk)**

**The College is committed to safeguarding children, young people and vulnerable adults and expects all staff to share that commitment**

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### PERSONNEL SPECIFICATION

POST: LEARNING & DEVELOPMENT CO-ORDINATOR

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
RELEVANT EXPERIENCE	Experience of co-ordinating events and/or projects Experience of using Microsoft office packages Experience of extracting information from a database & producing reports	Experience of working within the Education Sector. Experience of working in L&D environment. Experience of creatively producing information using different software tools Experience of using a HRIS system(s)	Application Form & Interview
EDUCATION & TRAINING	Level 3 qualification or equivalent 5 GCSEs (grades A*-C) including English & Maths or equivalent	Evidence of Continuous Professional Development	Qualification Certificates & Application Form
SPECIALIST KNOWLEDGE AND SKILLS	Excellent Organisational & Administrative Skills Excellent Microsoft office skills Excellent Interpersonal & Communication Skills Ability to handle sensitive information / situations and remain confidential Excellent analytical skills Ability to manipulate systems / databases Ability to multitask in a fast paced environment	Good Creative Skills Good Presentation skills	Application Form & Interview
ADDITIONAL FACTORS	Ability to use own initiative Commitment to customer care The College is committed to Equality & Diversity, safeguarding children, young people and vulnerable adults and expects all staff to share that commitment		Interview

*Please note that the College expects regular and reliable service from staff and does not wish to appoint individuals with a high sickness record where there is no underlying medical reason. Please note this does not affect any individual's rights under the Equality Act; the College would wish to promote the recruitment of disabled staff and would endeavour to make reasonable adjustments where practical. Disabled staff who meet the essential criteria will be guaranteed an interview.*