

LINCOLN COLLEGE JOB DESCRIPTION

Lincoln / Newark / Gainsborough

Post Title:	HR Assistant - Learning and Development	Post Number:	CS0214P
Daily Supervision:	HR Manager	Grade:	CSS Scale 3/4
Department:	Human Resources	Last Updated:	July 2021

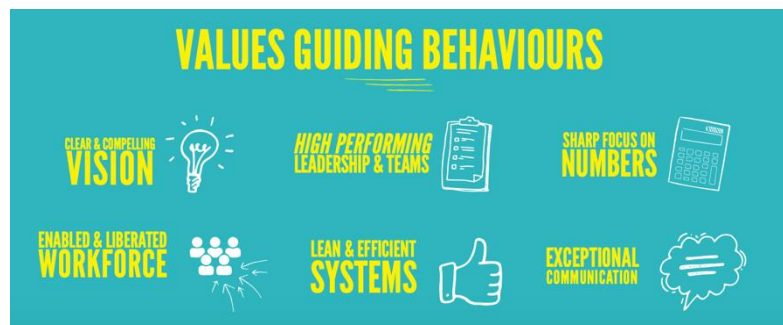
Our Vision:

To be an extraordinary organisation whose talented students, staff, governors and alumni ensure that it adds recognised social and economic value to its local communities by providing high quality education and training and making people exceptionally well prepared for work, potentially via higher education.

Our Mission:

Employer-led; producing a highly skilled and productive local workforce.

Our Cornerstones of Success & Values Guiding Behaviours:



Job Purpose:

To assist in the provision of a responsive Human Resources (HR) service by providing administrative support, coordination and evaluation of learning and development at Lincoln College.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. To be responsible for providing a first class induction for all new employees, including the co-ordination of the college's corporate induction programme.
2. To provide administrative support for the learning and development function within the College's HR team, including the booking of external training courses, the co-ordination of internal training events and administration of the Performance Management Review (PMR) process.
3. To ensure that mandatory training is completed inline with statutory legislation/college policy and the relevant areas of the college Single Central Record (SCR) are maintained.
4. To provide assistance and advice to managers on learning and development processes and procedures.
5. To assist the Head of HR and HR Manager with relevant projects and initiatives such as the Determined to Lead (DtL) programme, the Mentoring Skills for New Mentors/Advanced Mentoring for Experienced Mentors programme and training related recruitment initiatives such as Taking Teaching Further.
6. To support the Quality department with Learning Assessment and Teaching (LAT) related Continued Professional Learning (CPL) activities, including LAT Fest and Determined to Education (DtE) days.
7. To record and maintain details of internal apprenticeships and levy funding via the DAS portal, reporting monthly to the Head of HR.
8. To undertake budget administration and reporting in relation the College's learning and development budget.
9. To assist with the development and maintenance of the Learning and Development module of iTrent.
10. To develop and maintain the methods of capturing learning and development related evaluation; reporting on evaluation as required.
11. To undertake administration of the Discretionary Increment application process.
12. To accept responsibility for the implementation of the College's Equal Opportunities policy throughout all personal contacts in the College and within this area of responsibility.
13. To maintain professional standards and expertise by undertaking relevant professional development, including ensuring that knowledge regarding changes to relevant legislation is kept up to date.
14. To maintain quality standards appropriate to the post.
15. To conform with the Health and Safety requirements relevant to the post.
16. To be responsible for the safeguarding and promoting the welfare of children wherever applicable within the role.

N.B. This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.

PERSON SPECIFICATION

	Knowledge	PSM
1	NVQ Level 3 in Business Admin or Equivalent	A
2	GCSE Maths and English grade A-C or equivalent	A

	Skills/Abilities – Interpersonal	PSM
3	Good written and oral communication skills	A/I/T
4	The ability to work as part of a team	A/I
5	The ability to maintain confidentiality	A/I
6	The ability to work on own initiative	A/I
7	High level customer service and organisational skills	A/I/T
8	Ability to manage own workload and meet deadlines	A/I

	Experience	PSM
9	Recent relevant administrative experience	A/I
10	Recent relevant learning and development experience	A/I/T
11	Good organisational/time management skills	A/I
12	Practical experience of using relevant IT	A/I/T

	Work Related Circumstances	PSM
13	The ability and willingness to undertake relevant staff development	A/I
14	The willingness to work flexibly, covering tasks across both the HR team and College as and when required	A/I

	Skills/Abilities - Other	PSM
15	Ability to develop and maintain computerised/manual systems	A/I
16	Responsibility for safeguarding and promoting the welfare of children wherever applicable	A/I
17	The ability to promote Equal Opportunities & diversity throughout all aspects the role	A/I

Prepared By:	Kerri Robson – HR Manager
Date:	July 2021

Proposed Selection Method Key (PSM)		
A = Application	I = Interview	T = Test