

# Rutland County Council

## Role Profile

**Job Title:** HR Administrator – Training  
**Team:** Human Resources  
**Line Manager:** HR Manager - Resourcing

### Our Objectives

- *To deliver 'great HR' to Rutland – be professional, specialist and recognised for the value and difference we can make*
- *We enable the organisation to recruit and retain a motivated and skilled workforce*
- *We want staff to be the best they can be - they feel valued, recognised and rewarded – they have the opportunity to learn, develop and grow*
- *We are aligned to the needs of the organisation and deliver workforce strategies, policies and plans that enable managers to deliver great people management*

### Key areas of responsibility:

- Provide administrative support for all training activity – processing of training applications, purchase orders and invoices, maintaining accurate records and data, Professional Training Agreements, training matrices, Work Experience
- Support the Head of HR with commissioning of training providers and acting as the first point of contact with training providers
- Support the delivery of all in house training – ensuring programmes are marketed through Classroom connect; monitor take up and liaise with candidates. Ensure collation and summaries of course training evaluation.
- Monitor and report on all training activity, including financial commitments and evaluation
- Contribute to and support the use of the Learning Management System; monitor completion of mandatory modules, provide support for the set up and launch of new modules. Support the HR Manager with the development and improvement of the LMS experience for staff and its wider application with employee engagement
- On a rota basis undertake first stage triaging of calls in the HR Service desk and assign as appropriate. Act as the first point of contact for training related queries
- Provide other ad hoc support within the team eg. Eye Care Vouchers, procedure notes; other tasks to enable the delivery of corporate/team objectives. Undertake specific areas of work as assigned to deliver capacity and achievement of priorities across the team – acting as One Team

### Behaviours and outcomes:

- Work collaboratively across the HR team to ensure a joined up, consistent HR service that adds value to the organisation.
- Be ambitious for our workforce and champion best practice HR services to achieve the best outcomes.



- Understand and be sensitive to organisational culture and politics across and beyond RCC
- Be confident, professional, politically astute and customer focused in all interaction with internal and external customers
- Respond to pressure and change – flexible and adaptable to sustain performance.
- Build and manage relationships, share knowledge and skills to deliver shared goals.
- Actively support new initiatives and try different ways of doing things
- To act in accordance with the principles set out in the Employee Code of Conduct and the Council's Values, recognising the duty of all public sector employees to discharge public functions reasonably and according to the law

*This job description indicates the main areas of activity of this post. From time to time, however, other tasks/duties may be required but these will fall within the general areas of responsibility and grade of the post.*

## Person Specification

### Qualifications:

- Educated to A' Level/Level 3-4 standard

### Skills and Experience:

- Experience of working in a customer focussed environment delivering an administrative/support role, working to tight deadlines and timescales
- Excellent interpersonal skills – written and verbal
- High level of accuracy and attention to detail
- Well-developed IT skills; able to effectively use word, excel, PowerPoint and databases/systems
- Confident in communicating across a broad range of internal and external contacts
- Able to keep self-motivated and driven, organised and structured

### Knowledge:

- Good understanding of the importance of employee development

### Other:

- Able to recognise discrimination and be proactive in ensuring the Council's policy is put into practice
- Flexible in working patterns
- Highly motivated and robust under pressure. Able to bring energy, vitality and challenge to the team

