

Job Overview:

Senior Learning & Development Administrator (Maternity Cover)

£33,000-£35,000 per annum

Job Title: Senior Learning & Development Administrator	Location: King's Cross, London	Company: Gratte Brothers Group (GBG)
Reporting to: Human Resources Manager	Key Stakeholders/Responsible For: L&D Advisor Human Resources team Line Managers Employees	

Job Purpose:

Reporting to the Human Resources Manager, the Senior Learning & Development (L&D) Administrator will play a pivotal role in supporting the ongoing provision and implementation of key areas of responsibility within the learning, development and training function across the Gratte Brothers Group, with specific focus on Gratte Brothers | Security Systems & Software and Gratte Brothers | Foodservice Solutions (these are known as your business areas).

Please note this position is a 12-month maternity cover position.

Key Areas of Responsibility:

- In conjunction with the HR Manager and L&D Advisor, continuously review, plan and when required, deliver all training needs in line with company competency requirements.
- Ensure that all statutory and compliance training requirements are met, and that employees are booked onto appropriate courses for your business areas.
- Organise and administer all CSCS card applications for your business areas.
- Work with the L&D Advisor to deliver future training and development requirements through review of appraisals & communication with line managers.
- Update and manage training matrixes for your business areas.
- Act as main point of contact for all training related questions for your business areas.
- Act as main point of contact for training requirements relating to undergraduates, apprenticeships and other work placements.
- Maintain accurate records on the HRIS and LMS including all course bookings, attendance/non-attendance, certificates, expiry dates and production of reports when requested.
- Coordination of the company appraisal process.

- Organise reviews of apprentice progression with key managers and training providers.
- To take the lead in coordinating the placement schedule and ongoing reviews of our PlanBEE apprentices.

*This is a broad overview of the position and does not encompass all aspects of the role.
Gratte Brothers are an equal opportunities employer and welcome applications from all.*

Knowledge & Experience:

- Previous experience working within a learning & development/training function, preferably within the construction/building services industry.
- Previous experience of administration within a busy department with a heavy workload.
- Previous experience of using HR information systems and learning management.

Attributes & Skills:

- Excellent organisational skills.
- High standards of attention to detail.
- Embraces a customer service approach to their work.
- Able to multi-task in a busy environment.
- Excellent communication skills – confident and able to work with people at all levels.
- Good knowledge of Microsoft Office including Outlook, Word & Excel.
- A proactive self-starter, able to use own initiative.

Qualifications:

- CIPD Learning & Development Foundation Certificate/Diploma level 3 or equivalent would be beneficial but is not essential.