

ROLE PROFILE

POSITION	Training and Health & Safety Administrator		
TEAM	Human Resources	LOCATION	Coastline House
VERSION	4	LAST UPDATED	March 2019

PURPOSE OF ROLE	Responsible for training and health and safety administration across the Group.
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KEY ACCOUNTABILITIES

Training and development:

1. Proactively promote training and development opportunities across the Group.
2. Work collaboratively with managers to ensure all colleagues have a continuous Career Development Plan.
3. Work collaboratively with managers to identify training needs from performance reviews; discussing priorities and timescales for implementation; develop and agree the annual Training Plan with the Human Resources Manager and Heads of Service, working within the training budget.
4. Responsible for all training administration and queries, including: researching and sourcing the most appropriate courses and providers to meet training needs, different learning styles and demonstrate Value For Money; booking training; sending emails/diary appointments to attendees; booking rooms and lunches; maintaining records; and sending training evaluation forms.
5. In liaison with colleagues, managers and training providers, organise apprenticeships and professional qualifications; ensure Training Agreements are in place with colleagues; monitor and review colleagues' progress; identifying and resolving any issues.
6. Review the Group's mandatory/best practice training programme and the Management Development Programme on an annual basis, to ensure they remain relevant, effective and are efficiently delivered; and dates are published for the year.
7. Maximise access to CITB grant funding for CSL training, submitting claims in a timely manner; as well as identifying and utilising other grants and funding streams that may be available for training.
8. Continuously evaluate effectiveness of training to demonstrate return on investment; support managers to ensure learning is embedded; identify and address issues and implement improvements.
9. Produce regular training reports on mandatory training performance against target, together with appropriate commentary.

Health and Safety:

10. Record all accidents, incidents and near misses; ensure managers conduct appropriate investigations; and report RIDDORs in accordance with HSE regulations.

11. Monitor accidents, incidents and near misses and follow-up actions taken by managers; identify trends and bring any issues/potential issues to the attention of managers'/external Health and Safety Advisors/Health and Safety Committee.
12. Respond to basic health and safety queries, seeking advice from external Health and Safety Advisors as and when required.
13. Monitor completed DSE Assessments. Identify where an Occupational Health referral, ergonomic assessment or Access to Work assessment may be required; arrange these; provide feedback to managers; and source/order appropriate equipment.
14. Coordinate lone working devices: order new devices; Issue Acceptable Usage Agreements; deliver training and guidance for users; monitor usage and produce reports to managers and Health and Safety Committee; report and arrange for repairs/replacement of faulty devices.
15. Undertake the role of secretary for the Health and Safety Committee, organising meetings, sending out agendas; taking formal minutes; presenting reports; and actively participating in the meetings.
16. Coordinate vaccinations and health checks.
17. Produce and submit an annual application along with supporting evidence for the Contractors Health and Safety Assessment Scheme (CHAS) on behalf of Coastline Housing Ltd.

General:

18. Assist the Human Resources Manager in budget preparation, regularly monitor spend against budget, highlighting any issues at the earliest opportunity.
19. Assist in the development and review of policies, procedures and templates.
20. Coordinate the bi-annual employee engagement survey and produce graphs/charts detailing the results.
21. Assist with other Human Resources administration/respond to basic HR queries as required.
22. Any other duties commensurate with the above responsibilities.

GENERAL OBLIGATIONS (THIS IS STANDARD FOR ALL ROLES)

1. Represent the Company positively with all external agencies.
2. Service and support the Company as requested.
3. Establish, develop and maintain effective working relationships with all work colleagues.
4. Ensure compliance with the Company's Health and Safety policies and procedures.
5. Continually promote equal opportunities and customer care in full compliance with the Company's policy and standards.

REPORTING

- Reports to the HR Manager.

CONTACTS

Internal

- All managers across the Group.
- All staff across the Group.

External

- Housing Associations
- Training Providers
- Suppliers
- External Health and Safety Advisor
- Agencies and Consultants

PERSON SPECIFICATION

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QUALITY	ESSENTIAL	DESIRABLE
Personal Skills	<ul style="list-style-type: none"> • Ability to uphold our Values at all times: <ul style="list-style-type: none"> • Put our customers first • Strive to be the best • Be open, honest and accountable • Value each other • Assertive and tenacious. • Confident in dealing with managers at all levels. • Positive attitude. • Calm and professional manner. 	
Education & Qualifications:	<ul style="list-style-type: none"> • Good standard of education, with a minimum of Grade C GCSE Maths and English, or equivalent. • ECDL (European Computer Driving Licence)/Clait/RSA Stage 3 or equivalent 	<ul style="list-style-type: none"> • A recognised training qualification. • A recognised Health and Safety qualification.
Experience, Knowledge and Understanding	<ul style="list-style-type: none"> • Administrative experience in a busy office environment. • Experience in maintaining records and producing reports. • Experience of providing a high quality customer service, dealing with queries and providing advice. • Experience of minute taking. 	<ul style="list-style-type: none"> • Training administration experience. • Health and safety administration experience. • HR administration experience. • Experience in monitoring budgets. • Working knowledge of Health and Safety legislation.

Job Related skills	<ul style="list-style-type: none"> • Excellent organisation and administrative skills. • High degree of attention to detail and ability to record information accurately. • Ability to work at a fast pace, manage a consistently high workload, and meet deadlines. • Excellent oral and written communication skills. • Excellent customer service and interpersonal skills. • Excellent IT skills including the use of Microsoft Outlook, Word and Excel and database applications. • Ability to follow instructions and procedures. • Good analytical and problem solving skills; and ability to think logically. • Ability to maintain confidentiality. • Ability to produce reports. • Ability to monitor spend against budget. • Able to work independently, on own initiative and a good team player. • Proactive. 	
Other		<ul style="list-style-type: none"> • Access to transport.