

Role Description – Training and HR Assistant

Role Purpose

To maintain the company's personnel training records, qualifications and competencies to the required levels for all staff; arranging appropriate training courses through approved providers. Keeping certification and records up to date as well as managing the grant and rebate recovery for the purpose of cost efficiency. To pro-actively assist in the delivery of HR operations including recruitment and payroll.

Accountability

- Update and maintain a training matrix, including identifying and reporting any gaps. Coordinate an annual review of the training matrix and ensure that job descriptions accurately reflect job roles.
 - Maintain the training database, & submit appropriate regular & ad-hoc reports.
 - Maintain detailed records of the cost of training, and report as required.
 - Coordinate training for all.
 - Submit and monitor grant applications to CITB.
 - Ensure the timely renewal of statutory and other appropriate certificates. Liaison with site and department managers to advise on required certification.
 - Ensure the timely renewal of all employees CPCS & CSCS cards.
 - Assist with regular and ad-hoc reports for all aspects of Training.
 - Coordinate new apprenticeship applications and submit relevant documents to the colleges & universities.
 - Maintain the i-hasco e-learning system by ensuring the completion of essential courses.
 - Through liaison with department colleagues and external sources, keep abreast of legislative and industry changes in training matters.
 - Liaise with training providers to ascertain and book appropriate and relevant training courses, and arrange facilities and refreshments for in-house training. Co-ordinate employees to achieve maximum attendance.
 - Provide support to other members of HR, including Payroll and Recruitment.
 - Cover reception when required.
 - Flexibility and willingness to undertake duties other than those outlined in this role description.
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Mackley Competencies required in this role

- Professional & Technical Expertise – Level 1/2
 - Supports growth of business – Level 1/2
 - Develops our People – Level 1/2
 - Communication and Collaboration – level 1/2
 - Personal Effectiveness – Level 1/2
 - Results Focus – Level 1/2
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Required qualifications, skills, experience

Skills & Knowledge

- Discretion and confidentiality (essential)
- Flexibility in managing multiple activities
- Possess excellent communication & organisational skills
- Ability to show initiative & self-motivation
- Proven attention to detail
- Ability to calculate & process numerical data
- Ability to work on own initiative and amongst the team

Experience

- Experience of working in a HR/Training role at an administrative level
- Experience of working with confidential & sensitive information (both verbal & written)
- Some knowledge or experience in the construction industry, in particular CITB, CSCS & CPCS cards. (desirable)
- Knowledge of employment legislation & best practice (desirable)

Training

- Full driving licence

Qualifications

- CIPD Level 3 (desirable)
- GCSE Maths and English or equivalent

Technology skills

- IT Skills in Microsoft Word, Excel & Outlook