

Job Description: Site Administrator – Functions



Function:	Administration
Job:	
Position:	Site Administrator – Functions
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Learning and Development Manager
Additional reporting line to:	Health and Safety Manager
Position location:	Royal Stoke University Hospital

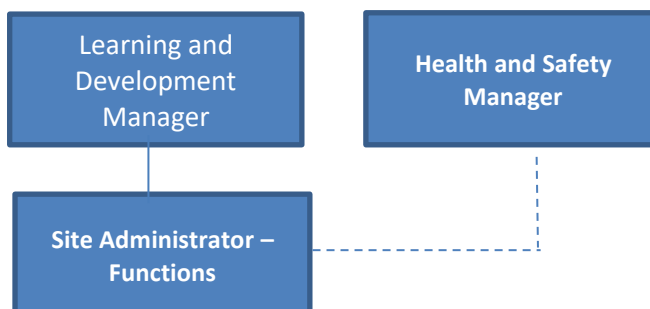
1. Purpose of the Job – State concisely the aim of the job.

The Administrator is responsible for the efficient administration of Learning & Development and Health & Safety and support of all activities related within the organisation. The Administrator will work closely with the L&D and H&S Manager and other team members to promote a culture of continuous learning and professional growth.

2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

Revenue FY21:	€tbc	EBIT growth:	tbc	Growth type:	n/a	Outsourcing rate:	n/a	Region Workforce	tbc
		EBIT margin:	tbc			Outsourcing growth rate:	n/a	HR in Region	tbc
		Net income growth :	tbc						
		Cash conversion:	tbc						
Characteristics ▪ Cross functional relationships with central HR teams and Healthcare HR									

3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.



4. Main assignments – Indicate the main activities / duties to be conducted in the job.

- Schedule, and organise training sessions, workshops, and seminars.
- Co-ordinate with internal and external trainers, facilitators, and venues.
- Communicate training details to participants and handle any logistics required.
- Maintain and update the LMS (learning management system) with new courses, user accounts and training records.
- Provide technical support to employees using LMS, including trouble shooting access issues and guiding them on course enrolment.
- Track and report on training completion and compliance statistics.
- Maintain accurate training records including attendance, certifications, and evaluations.
- Prepare regular reports on training activities, participation rates, and outcomes for management review.
- Assist in the preparation of training budgets and track training expenses.
- Promote available training opportunities and encourage employee participation through internal communication.
- Support new starters with onboarding training and ensure they complete mandatory courses.
- Identify opportunities to improve L&D processes and systems for better efficiency and effectiveness.
- Participate in L&D projects and initiatives as needed.
- Providing admin support where necessary.
- Printing and filing of documents.
- Answering phones and dealing with enquiries.
- Ordering of stationery and consumables.
- Assist the wider team as required by senior management team.
- Managing large complex trackers
- Ensuring that GDPR and confidentiality is maintained.
- Obtaining factual, quality accident investigation documentation in a timely manner
- Provide reports/trend analysis as directed by the Health & Safety/Fire Manager
- Facilitate DSE assessments as required across all services.
- Utilise SALUS to report sites accident/near miss & COVID reports.
- Utilise SALUS to provide statistical reports and trend analysis.
- Administer the Management Document System (DMS) with creating folders and uploading documentation.
- Develop and maintain sites various trackers e.g. Accidents, Near Miss, COVID, annual H&S plans.
- Quality check H&S documentation submitted e.g. defense packs.
- Collate defense packs and submit requested documentation to Insurance claims department.
- Mentor /support Operations managers/supervisors with regards to submitting fully completed/quality H&S documentation for archiving and processing.
- Validate COVID-19 reports and enter on SALUS.
- Administer/update and develop sites key H&S trackers.

5. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- Maintain accurate and fully auditable employee files.
- Build strong relationships with key stakeholders.
- Understand business requirements and SLA delivery.
- Exceptional admin service to the H&S and L&D and the business by working efficiently and effectively.
- Support the managers in producing monthly reports.

6. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

- Good communication skills and the ability to prepare written reports to withstand external scrutiny.
- People oriented and results driven.
- Proficient user of Microsoft Office or related software
- Possess a high level of confidentiality.
- Good organisational skills and the ability to prioritise own workload and to work to strict deadlines.
- Experience of working without direct supervision
- High attention to detail and a high level of accuracy
- Excellent organisational and time management skills.

- Strong communication and interpersonal skills.
- Proficiency in Microsoft office suite (Word, Excel, PowerPoint).
- Detail orientated with a focus on accuracy and compliance.
- Ability to work independently and as part of a team.
- High level of confidentiality and professionalism
- Proactive and resourceful in problem- solving
- A passion for L&D
- Ability to interact with employees at all levels of the organisation as well as external providers.

7. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

Growth, Client & Customer Satisfaction / Quality of Services provided	Innovation and Change
Rigorous management of results	HR Service Delivery
Brand Notoriety	
Commercial Awareness	
Employee Engagement	
Learning & Development	

8. Management Approval – To be completed by document owner

Version	1	Date: 05 November 24	
Document Owner			

9. Employee Approval – To be completed by employee

Employee Name	Date
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