

Job Description: Learning and Development Administrator



Function: Sodexo Justice Services
Position: Learning and Development (L&D) Admin
Job holder:
Date (in job since):
Immediate manager (N+1 Job title and name): L&D Manager
Additional reporting line to:
Position location: HMP YOI Forest Bank

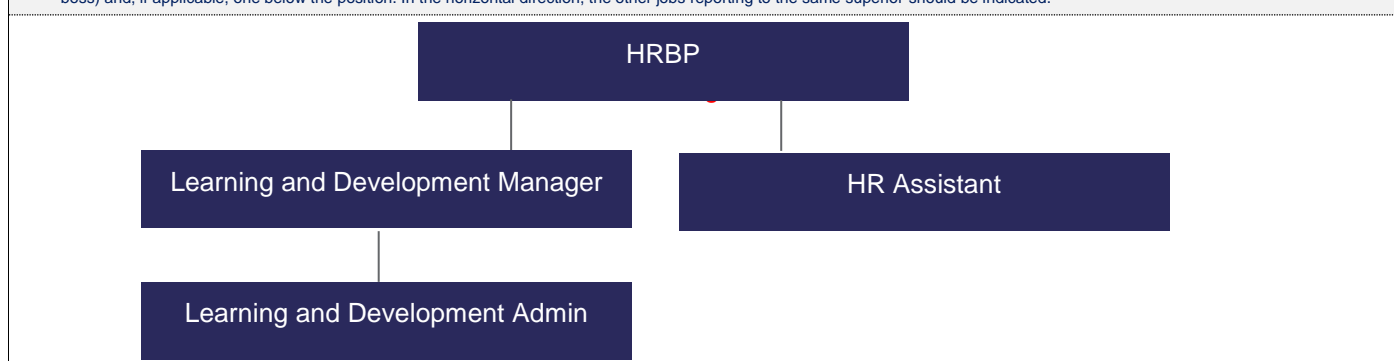
1. Purpose of the Job – State concisely the aim of the job.

- To support the L&D Team promote and develop a learning culture within the establishment by managing a range of learning and development activities which are aligned to the business strategy and comply with contractual and legislative requirements

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 FY16:	€tbc	EBIT growth:	tbc	Growth type:	n/a	Outsourcing rate:	n/a	Region Workforce	350+
		EBIT margin:	tbc			Outsourcing growth rate:	n/a	HR in Region	Working within team of 3
		Net income growth:	tbc						
		Cash conversion:	tbc						
Characteristics		<ul style="list-style-type: none">▪ L&D budget agreed each year, FY18▪ Supporting 1x site – HMP YOI Forest Bank							

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. Context and main issues – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- Working within unique environment of a Male establishment, which holds up to 1460 male offenders, managed by Sodexo Justice Services, but also working for Ministry of Justice and National Offender Management Service
- Diverse workforce of up to 600+, who either work with the residents or support the prison to run effectively
- Majority of employees work 24/7, 365 days of the year, shift patterns
- To support the Director in delivering the vision for HMP Forest Bank, by ensuring that the prison operates effectively with the corporate and local values and vision
- Sodexo Justice services has 5 prisons in total and working towards a more consistent L&D framework

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

- To be the first point of contact for all L&D queries
- Coordinate learning and development solutions; logistics and co-ordination of any learning including statutory and mandatory training, mentoring, NVQs and flexible learning options, inductions
- Check contract compliance in relation to eligibility of companies, learners etc for individual programmes/ contracts
- Quality extract data input to relevant Management systems which includes Trackers, Training course calendars etc.
- Liaise with quality teams to ensure records/trackers are kept up to-date for tutor allocation, timely achievements, recording of results, copies of certification.
- Check supporting evidence is scanned/ uploaded or filed in the relevant filing systems or on line.
- To complete all relevant enrolment of apprentices
- Ensure accurate records of all Learning and Development undertaken by all staff at the establishment are maintained the prison and the PeopleCentre using SAP,
- Utilise all L&D resources; intranets, extranets, internet as applicable
- Develop relationship and efficient process with all L&D suppliers
- Provide monthly management information as required
- Manage the Learning Suite, including monitoring of any Health & Safety Issues, equipment, tools and resources
- Liaising with managers over requirements for completion of paperwork in accordance with the Policy and procedure
- To prepare for and accommodate quality assessment and monitoring visits i.e.
 1. Internal verification
 2. External verification
 3. Ofsted
 4. SFA
- Support with any ad hoc Learning events on site or off site
- Ad-hoc project work to ensure that we continuously improve our learning processes and procedures
- Assistance with other activities as directed by line managers

6. 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.

- Support the planning and organisation of the complete learning and development cycle
- All relevant statutory and mandatory training planned and delivered to facilitate the maintenance of statutory certification appropriate to all roles, e.g. C&R, Mutual Aid, H&S

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

Essential

- Ability to work in fast paced environment and the ability to quickly adapt to changing priorities and manage a diverse remit
- Ability to manage and maintain L&D information systems
- Proven ability with all Microsoft Office packages
- Ability to be able to communicate by all means with all levels of stakeholder, whilst maintaining a high level of attention to detail
- Ability to be able to manage your own workload and have self-motivation
- Time Management
- Prioritising Workloads

Desirable

- Experience of working within an Learning and Development or HR department
- Experience working in a custodial environment
- Relevant Training / HR qualification
- Experience of working within an lIP framework

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

<input type="checkbox"/> Growth, Client & Customer Satisfaction / Quality of Services provided	<input type="checkbox"/> Leadership & People Management
<input type="checkbox"/> Rigorous management of results	<input type="checkbox"/> Innovation and Change
<input type="checkbox"/> Brand Notoriety	<input type="checkbox"/> Business Consulting
<input type="checkbox"/> Commercial Awareness	<input type="checkbox"/> HR Service Delivery
<input type="checkbox"/> Employee Engagement	
<input type="checkbox"/> Learning & Development	

9. Management Approval – To be completed by document owner

Version	1	Date	22/02/18
Document Owner	Mark Millin		

10. Employee Approval – To be completed by employee

Employee Name		Date	
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