# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

# Job Title: Senior Training Administrator

# Department: Adult Social Care and Health

# Grade: [Single Status 7](https://www.eastsussex.gov.uk/jobs/working-here/pay/east-sussex-single-status)

# Responsible to: ASC Senior Training and Development Officer

# Responsible for:

# Purpose of the Role:

This role sits in the ASC Training, workforce and organisational development team. It involves managing the Administration team, ensuring tasks are allocated and completed, being accountable to a range of stakeholders from across the Council, and within Adult Social Care. Work also involves other partners, including colleagues in the Independent care sector and NHS. Additionally, there is responsibility for managing invoices, payments and commissioning external training and ensuring quality and value for money.

The service ensures delivery of training from identifying the need, finding the right trainer (this could be from our own team as well as external), planning dates, booking venues, promoting the offer to relevant audiences and monitoring numbers to ensure viability of courses. There is also responsibility to ensure any specific access or dietary needs for delegates are met. All documentation for training must also be provided for delegates and monitoring of attendance is essential. The team provides training and development opportunities for all care staff in East Sussex, and is fundamental to the delivery of best practice and high quality care for residents of East Sussex.

The best bit about this job is that no two days are ever the same. There are always things to learn as we change and adapt to ensure we are providing the best service possible to our customers.

# Key tasks:

1. Provide a comprehensive training administrative support service to ASC Training staff, including direct administrative support to the ASC Training Manager.
2. Manage the commissioning of external training providers and produce contracts for service in line with Council policies and standing orders.
3. Line manage Training Administrators to ensure they can respond to local needs and meet Council policies. Maintain staff well-being and enable their continuous performance improvement. Undertake regular supervision meetings and annual appraisals.
4. Provide project support to the ASC Senior Training and Development Officer related to the implementation, development, and maintenance of the corporate learning management system, ensuring ASC Training needs are represented.
5. Accurately input data into databases and spreadsheets, including processing, retrieving, and cleansing data as necessary. Collate information and produce summary reports, including research and analysis as appropriate.
6. Responsible for allocation of day-to-day tasks and workload of Training Administrators.
7. Administer financial processes, including payment cards for ordering goods and services, purchase and service orders and processing invoices in accordance with Council standards.
8. Support managers in maintaining property and facilities and their security. This will include reporting building and office equipment maintenance issues.
9. Attend meetings, supervision and training as required, including participation in the annual performance appraisal review scheme.
10. Undertake available training opportunities identified through appraisal and supervision and show a commitment to developing personal performance and that of the service.
11. Apply consistently the principles of Equal Opportunities, as embodied in the Council’s policies and practices throughout the duties outlined.
12. Undertake any other tasks commensurate with the grading of the post, as required by the manager/supervisor, ensuring that all duties undertaken are done so in accordance with departmental policies, practices, procedures, and standards.

# PERSON SPECIFICATION

# Essential education and qualifications

* [QCF Level 2](https://www.gov.uk/what-different-qualification-levels-mean/list-of-qualification-levels) English or able to pass an assessment at interview

# Essential key skills, abilities, knowledge, experience, values and behaviours

* Ability to effectively organise and prioritise own and team workload to meet deadlines.
* Ability to undertake a diverse workload and manage conflicting priorities.
* Ability to minute and produce accurate records of meetings.
* Accuracy and attention to detail.
* Ability to exercise discretion in dealing with sensitive information to maintain strict confidentiality where appropriate.
* Ability to communicate effectively to a range of people, including the ability to converse at ease with customers and provide information in accurate written and spoken English.
* Ability to work in a team and maintain team connectivity when working remotely.
* Ability to work on own initiative.
* Ability to undertake research and learn new information quickly in a self-directed way.
* Understanding of budgetary and financial processes.
* Confidence interacting with new and emerging technologies.
* Ability to demonstrate resilience with the ability to cope and recover from setbacks or deal with challenging situations.
* Knowledge of using email and software such as the Microsoft Office Suite with a good understanding of managing calendars and setting up MS Team calls.
* Knowledge of Microsoft Excel, with a good understanding of maintaining spreadsheets and databases, basic formulas in spreadsheets.
* Commitment to provision of excellent customer service.
* Awareness of the services provided by ESCC.
* Commitment to developing personal performance and supporting the development of the service.

# Desirable key skills, abilities, knowledge, experience, values and behaviours

* Ability to review, develop and implement efficient administrative systems to meet changing service and customer needs.
* Supervision or line management experience.

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Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

| **Function** | **Applicable to role**  |
| --- | --- |
| Using display screen equipment  | Yes |
| Working with children/vulnerable adults | No |
| Moving & handling operations | Yes |
| Occupational Driving | No |
| Lone Working | No |
| Working at height | No |
| Shift / night work | No |
| Working with hazardous substances | No |
| Using power tools | No |
| Exposure to noise and /or vibration | No |
| Food handling | No |
| Exposure to blood /body fluids | No |