

This post is part-funded by the European Structural and Investment Funds 2014 – 2020 and all activity must comply with contractual regulations.

Job Description

Job title	Assessment Centre and Training Coordinator
Service:	Careers and Employability
Reports to:	Training and CPD Manager
Usual office base:	Team Valley
Grade:	BI Coordinator

Job purpose:

To ensure the Assessment Centre runs smoothly to enable functional skills and professional qualifications to be delivered and to ensure staff have access to induction training and the ongoing professional development they need to carry out their roles effectively.

Job objectives:

1. To work with the Assessment Centre Manager and ESF Contract Manager to coordinate Assessment Centre systems for the delivery of functional skills and professional qualifications to support ESF programme participants and staff working within the Employability and Careers directorate.
2. To coordinate Assessment Centre operational systems, including exam bookings, liaising with awarding bodies for External Quality Assurance visits, acting as the super user for the e-portfolio system, completing the registration process with awarding organisations, taking minutes of meetings and maintaining learner records for inspection, to ensure the smooth delivery of functional skills and professional qualifications..
3. To monitor and review the induction programme through verbal and written feedback, making recommendation to the Training and CPD Manager to promote continuous improvement, and working with the Training and CPD Manager and hiring manager to ensure the programme is tailored to meet the needs of individuals.
4. To liaise with professional bodies, including IEP, NARIC, CDI, and SET, updating membership information and ensuring staff are aware of their membership status and the benefits available, and monitoring benefits to maximise delivery and meet ESF objectives.
5. To contribute to the planning of CPD programme and activities, updating and distributing CPD calendars to staff and subcontractors as appropriate and administrating the booking

process, and working collaboratively with line managers to ensure they have the information needed to manage the personal development of their teams and where appropriate highlight opportunities to refer staff to training offered as part of the CPD programme.

6. To manage the CPD inbox, referring and/or responding to enquiries appropriately to enable the efficient delivery of CPD services.
7. To coordinate the procurement of products and services for the Training and CPD team, including processing purchase orders using Business World, including arranging business travel and accommodation for members of the Training and CPD team and external consultants.
8. To be responsible for adhering to both local and the Corporate Safeguarding policy and procedures aimed at promoting and safeguarding the welfare of children and at-risk adults and attend mandatory child protection and/or adult protection safeguarding and prevent training.

Scope:

This job description needs to be considered in the context of a developing and evolving service and therefore the duties described above will need to be adapted to meet the needs of the project.

Person specification:

Experience

Essential:

- Experience of working in operational administration
- Experience of working with a team to deliver projects
- Experience or confidence in communicating with a range of different internal and external stakeholders
- Ability to deal confidently with colleagues at different levels, developing good professional relationships and building trust
- Experience using Microsoft Word, Excel and Outlook

Desirable:

- Experience of delivering projects for workforce training and development
- Experience of holding responsibility for delegated projects
- Experience of assessment centre working for the delivery of accredited qualifications and with knowledge of awarding body requirements
- Experience of working in the careers or educational sector

Knowledge

Essential:

- Minimum Level 3 qualification
- Minimum level 2 or equivalent in English and maths

Desirable:

- Knowledge of current trends and best practice within assessment centre administration, workforce training and professional development
- Using project management tools to deliver results

Skills

Essential:

- Excellent organisational skills
- Accuracy and attention to detail
- Calm under pressure
- Ability to show tact and diplomacy
- A proactive approach to working
- Ability to work independently with minimal supervision
- Ability to engage with others to deliver projects
- Trustworthy (dealing with confidential information)
- Good communication, administrative and teamwork skills

Competency Band : Band 4 Team Member

Key Competencies for the role:

Our Values	Key Competency 1	Key Competency 2
Excellence - Creating and Leading Success	Considers how their own job adds values and what impact it has on colleagues and learners	Actively thinks and explores how things can be done in a different and better way
Integrity - Supporting and Building Trust	Demonstrates an open, unbiased approach and is willing to learn from others	Refers to personal values when faced with difficult situations and is viewed as a trustworthy individual
Accountability - Delivering and Improving	Recognises when services are not being delivered to the required level of quality and takes appropriate action	Understands that all actions have a cost and chooses the most effective way to do something in a resource efficient way
Collaboration - Engaging and Partnering	Displays enthusiasm around goals, adopting a positive approach when interacting with internal and external stakeholders	Understands how their own behaviour contributes to the sharing of knowledge and ideas

Job Family: Administration

Education Development Trust are committed to safeguarding and promoting the welfare of children and service users. Applicants must be willing to undergo background checks appropriate to the post, including checks with previous employers and the Disclosure and Barring Service as required.