

Job Specification

People Development Administrator

Reporting to: People Development Manager

Key Purpose

Provide administrative support to the team and an exceptional service to our people to assist with the delivery of the People plan in support of the business strategy.

Responsibilities

- Achieve individual objectives and key performance indicators as set and agreed
- Understand and be an advocate of the People strategy and assist in its delivery
- Act as an exemplar of our Company values and encourage a positive culture
- Assist the team with HR and Learning and Development administration
- Develop awareness and knowledge of external HR development and changes in legislation
- Maintain accurate HR systems and records with a real eye for detail
- Demonstrate a 'questioning/reflecting' approach to the role
- Support the Director of People Development with organisation of logistics for Leadership events such as Leadership Away Days, People Manager Updates and Annual Budget Sign-Off meetings.
- Liaise with external 3rd parties, e.g. recruitment agencies, training providers and conference venues.
- Support colleagues from all areas of the business as required

Skills & Behaviours

- Demonstrate, live & instil our values of Fun, Professional, Supportive, working in Partnership and Ambitious
- Organised, resourceful and deadline driven
- Quality orientated with great attention to detail
- Proficient in data entry and general administration
- Flexible, pragmatic, adaptable and approachable

- Demonstrate the ability to work both discreetly and confidentially
- Excellent interpersonal, listening, relationship management and communication skills
- Ownership of own continuing professional development and a desire to progress a career within People Development.
- IT literate

Qualifications

- CIPD Level 3 qualification in HR Practice or Learning & Development.