

Job Description

JOB TITLE:	Learning & Development Administrator
DEPARTMENT:	Human Resources
JOB HOLDER:	
REPORTS TO:	Head of Management Development and Communications

Purpose of the Job:

To provide comprehensive administration for all Learning and Development activities including new starters and leavers.

Budget and Headcount Information:

All credit card transactions should be accurately and methodically recorded.

Principal Accountabilities:

To provide administration for all face to face training courses

- Liaison with trainers prior to the event
- Setting up trainer on the day of the training
- Delegate list preparation
- Updating the Learning Hub with attendance records
- Review uptake of in-house courses on a monthly basis

To keep the Learning Hub updated with new materials and assign out as necessary, including new starter compliance modules

To keep professional qualifications data up to date, order materials as requested and process relevant bonus payments

To book external training and conferences, ensuring that credit card receipts are collected and the Learning Hub is updated

To oversee the Learning and Development inbox

To assist the Learning and Development consultant with all Brokerage (or similar) events

New joiner administration including: The Hub, new starter email, event invitations

Booking corporate induction presenters

Managing room bookings for all training activities

Assistance with Work Experience/ Intern/ Graduate New Starter Requests & Schedules as required

Administer Probationary Review Process & maintain records

Be a 'Captive' Tool champion and support the business in the design of systems training.

Regulatory Conduct Rules

- Act with integrity.
- Act with due skill, care and diligence.
- Be open and co-operative with Lloyd's, the FCA, the PRA, and other regulators.
- Pay due regard to the interests of customers and treat them fairly.
- Observe proper standards of market conduct.

BRIT

Education, Qualifications, Knowledge, Skills and Experience:

- Educated to A Level standard.
- Good knowledge of Human Resources software systems.
- Strong Microsoft office skills essential.
- Quick learner with a can do attitude.
- Desire to undertake CIPD qualifications