

ROLE PROFILE Part1	Role Title	TRAINING ADMINISTRATOR			Dept /LPA	L&PD
			VETTING LEVEL			50079203
Grade/Rank	Scale 4					
Responsible To	Admin Supervisor					
Staff Line Managed	none					
Reviewed by (Manager)	Lisa Johnson				Date	January 2019
Purpose of Job	To perform a range of administrative, clerical and financial tasks in support of designated training activities, consistent with Department and Force requirements.					
Key Accountabilities	1. Act as a point of contact for matters relative to the administration of the designated training administration activity. 2. Maintain accurate records of applications and allocations for training courses, ensuring information is current and accurate and changes are reflected in appropriate documentation/recording system. 3. Progress external training applications ensuring an accurate record of requests and allocations is maintained. 4. Assist with the creation, monitoring and maintenance of learning/training management systems and action access requests and general queries from users. 5. Interrogate records and produce management information reports from training data as required 6. Complete information to support training purchases in line with the defined policy and confirm validity of invoices for payment as appropriate. 7. Escalate IT problems with learning/training management systems as required 8. Represent the training unit at meetings as required. 9. Maintain stationery supplies and order as necessary. 10. Maintain mailboxes by responding to all correspondence received in a timely manner. 11. Prepare resources for courses as required, arrange attendance of guest speakers/role players as necessary and organise payments. 12. Develop and maintain effective working relationships with other units to build resilience between teams, promote best working practices and streamline processes. 13. To give regular and effective service. Note: This role profile is designed to assist postholders with understanding what is expected of them in their role. Hampshire & IOW Constabulary may ask them to undertake other duties, as required, which are not necessarily specified on the role profile but which are commensurate with the grade of the post. The role profile itself may be amended from time to time within the scope and general level of responsibility attached to the post.					

Additional Requirements	Maintain personal responsibility for collection, recording, evaluation, information sharing, review, retention and disposal of information in compliance with codes of practice and Guidance in the Management of Information, Information Security Policy, procedures and legislation. There may be a requirement to work unsocial hours occasionally in order to respond to operational demands Southwick Park only: Training Administrators are required to carry out Reception duties as required (inc. collect visitors, deal with maintenance issues) The role holder is required to visit various locations within Hampshire and the Isle of Wight during working hours, and therefore needs to have the ability to travel as necessary. May be asked to carry out fire warden duties to meet required standards if required. All officers and staff must be aware of risk in relation to their role, please view the appropriate Health & Safety Risk Assessment for the role.
ROLE PROFILE Part2 CVF Recruitment Competencies	We are Emotionally Aware Level 1 We Take Ownership Level 1 We are collaborative Level 1 We Deliver, Support and Inspire Level 1 Transparency
Education/Qualifications	Essential: Educated to Educated to QCF Level 2 (3-5 passes) OR work experience deemed to have brought the postholder to a comparable level. Desirable: ITQ or equivalent IT qualification
Experience and Skills	Essential: ◆ Administrative experience in a busy office using a range of office systems ◆ Familiarity with manual and computerised systems ◆ Ability to work effectively as part of a team ◆ Methodical, well organised and able to prioritise and manage own workload ◆ Computer literacy with good keyboard skills ◆ Ability to work on own initiative, unsupervised Desirable: Knowledge of police organisation and structure