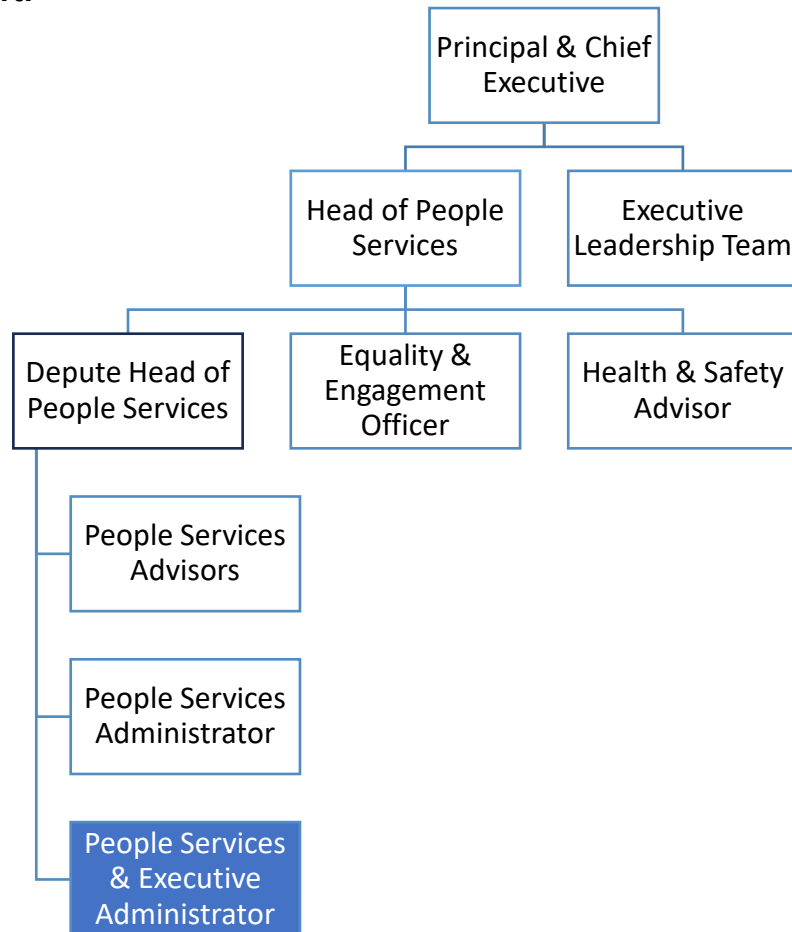


## JOB DESCRIPTION

**Job Title:** People Services & Executive Administrator

**Line Managed By:** Depute Head of People Services

**Organisation Chart:**



<b>Job Purpose &amp; Objectives</b>	The People Services & Executive Administrator supports the planning, coordination, and delivery of training and development activities for staff across the College as well as administrative, email and diary management for the Head of People Services. The role includes effective administration of training records, scheduling, and compliance tracking, supporting the continuous professional development (CPD) of employees in line with College Strategy and sector requirements.
<b>Key Tasks</b>	<p>Training Coordination: Schedule and organise internal and external training sessions, ensuring smooth delivery and appropriate resource allocation.</p> <p>Record Management: Maintain accurate records of staff training, including certifications, attendance, and compliance with statutory and mandatory requirements.</p>

	<p>Reporting: Assist with HR &amp; Training reporting, ensuring compliance with data requests and audits. Identify trends, track key-performance indicators and identify actionable insights from the data.</p> <p>Programmes: Support the development and delivery of Continuous Professional Development (CPD) programmes, Staff Development Days and Staff Conferences, ensuring alignment with organisational goals.</p> <p>Compliance Monitoring: Track and report on mandatory training completion rates, highlighting areas needing improvement to management.</p> <p>Course Evaluation: Collate and analyse feedback from training sessions to identify opportunities for improvement and inform future training planning.</p> <p>Executive Administration: Provide administrative support to the Head of People Services, including email &amp; diary management, correspondence handling, and meeting coordination.</p> <p>Communication: Act as a central point of contact for training-related and executive administration queries, ensuring clear and timely communication with staff and managers.</p> <p>Vendor Liaison: Work with third parties, including external training providers to coordinate courses, negotiate costs, and ensure delivery meets organisational standards.</p> <p>Recruitment Support: Participate in recruitment activities, including scheduling interviews, preparing documentation, participation in interviews, and assisting with onboarding processes.</p> <p>Employee Relations Representation: Support employee relations activities by attending meetings as a People Services representative, taking minutes, ensuring procedural adherence, and ensuring follow-up actions are completed.</p> <p>Induction Support: Assist with the training elements of staff induction programmes to ensure new employees are equipped with the required knowledge and skills.</p> <p>Systems Management: Administer systems related to employee learning, ensuring course content and training records are up-to-date and accessible.</p> <p>Training Budget Support: Assist the Depute Head in monitoring training expenditure and providing reports on budget usage.</p> <p>Career Review Process Management: Oversee and administer the Career Review Process for staff, ensuring that reviews are scheduled, completed, and documented in line with college policies and timelines.</p> <p>Professional Development Coordination: Working with Quality, provide administrative &amp; co-ordination support for staff undertaking the Teaching Qualification in Further Education (TQFE), including enrolment assistance, and monitoring progress.</p> <p>Teaching in Colleges Today Programme: Assist with the coordination and administration of the Teaching in Colleges Today programme,</p>
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	<p>ensuring participants receive timely information and support throughout their involvement.</p> <p>Wellbeing Training: monitor and co-ordinate training and support required for the College's provision of First Aid, ASIST and Mental Health First Aid.</p> <p>Record-Keeping: Maintain up-to-date records of staff career reviews, TQFE participation, and other professional development activities, ensuring accurate tracking and reporting.</p> <p>Guidance and Support: Act as a central point of contact for staff queries regarding the Career Review Process, TQFE, and the Teaching in Colleges Today programme.</p> <p>Collaboration with Managers: Work with line managers to ensure timely completion of career reviews and support for staff pursuing development opportunities.</p> <p>Reporting on Development Activities: Prepare and present reports on participation and outcomes of Career Reviews and sponsored education to the Depute Head of People Services.</p>
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## **Corporate Statements and Values**

### **Vision**

To be Scotland's leading College: delivering excellence.

### **Mission**

Preparing learners well for their future, in an outstanding learning environment and inclusive community.

### **Values and culture**

#### **We are:**

- inclusive and diverse
- passionate about our roles and responsibilities
- continually improving
- high achieving
- reducing our environmental impact
- delivering community and social value
- committed to health, safety and wellbeing
- creative and innovative
- a listening organisation

*This job description is not intended to detail all tasks undertaken, but simply highlight a number of major tasks of the post. The post holder may be required to undertake additional duties which might reasonably be expected and which form part of the function of the post.*

*This job may be amended in future to reflect the changing duties of the post.*

Date Updated: April 2025