

## People Services & Executive Administrator

### Person Specification

| Attributes              | Essential   | Desirable  |
|-------------------------|---|--|
| <b>Qualifications</b>   | SVQ Level 3 or equivalent level of qualification in Business Administration, Human Resources, or a related field.   | HND, degree or equivalent level of qualification in Business Administration, Human Resources, or a related field<br><br>Training Administration qualification or equivalent experience.<br><br>Membership of CIPD or working towards.  |
| <b>Experience</b>       | <p>Previous experience in an administrative role, ideally within HR and/or training.</p> <p>Experience in co-ordinating multiple tasks and managing priorities effectively.</p> <p>Good organisational skills, including with email and diary management (for self or others).</p> <p>Competent IT skills, in particular experience using Word, Excel and PowerPoint.</p> <p>Experience of dealing with people at a wide variety of levels.</p> | <p>Experience with Learning Management Systems (LMS).</p> <p>Familiarity with training delivery and development practices.</p> <p>Experience in executive administration support.</p> <p>Experience in using reporting tools or software for tracking compliance</p> <p>Experience planning/co-ordinating events.</p> <p>Experience of databases.</p> <p>Experience with iTrent.</p> |
| <b>Skills/Knowledge</b> | <p>Broad knowledge of HR processes and priorities.</p> <p>Strong organisational and time-management skills with excellent attention to detail.</p> <p>Ability to communicate effectively with a range of stakeholders, both verbally</p>  | <p>Understanding of training needs analysis and evaluation methods.</p> <p>Knowledge of the education or public sector environment.</p>  |

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|--------------|---|--|
|              | <p>and in writing.</p> <p>Knowledge of data protection regulations and handling sensitive information.</p>  |  |
| <b>Other</b> | <p>Proactive and resourceful with a commitment to professional development.</p> <p>Strong team player with the ability to work independently when required.</p> <p>Able to prioritise workload and work to deadlines.</p> <p>Positive, flexible attitude to work.</p> | <p>Interest in supporting the College Strategy through staff development and engagement.</p> |