**JOB DESCRIPTION**

**JOB TITLE:** Learning Development Administrator (6 month FTC)

**LOCATION**: St Elizabeth’s Centre, SG10 6EW

**RESPONSIBLE TO**: Staff Development Manager

**Scope of the role**

The Learning Development Administrator will be responsible for providing a high quality administrative service to our Staff Development Team. You will oversee the administration and coordination of the LMS, our bespoke learning and development system, which is used to make learning more accessible to our busy staff base. You will be the go to person for all LMS related queries, and will be an LMS super user, responsible for answering and resolving technical issues relating to the system.

Working collaboratively with the Staff Development Manager and Staff Trainers, the post holder will ensure that all digital content is uploaded, reportable and available in a timely manner for colleagues across the organisation to access. The role will report to the Staff Development Manager and will work closely with other key stakeholders internally and externally across the organisation. This role will be responsible for ensuring that training data is accurate and correct, enabling efficient business decisions to be made.

**Accountabilities**

* The end to end responsibility for the administration and coordination of the Learning Management System (LMS).
* Acting as the first point of contact for any colleague queries relating to LMS, including training in small groups and 1-1.
* Pro-actively managing Training Administrator team inbox and providing accurate and timely learning completion reports to key stakeholders.
* Supporting the Staff Trainers with printing, room set up take down, organising resources when delivering face-to-face content
* Creating, running and maintaining reports to monitor course take up and learner engagement, helping us to drive system engagement across the organisation
* Owning the relationship between the Learning and Development Team and Learning Pool
* Liaising with the LMS supplier and IT regarding any support or technical issues.
* Uploading learning courses onto the LMS and testing them to ensure that they work efficiently.
* Assign courses against training matrix roles and responsibilities.
* Maintaining accurate records on the LMS.
* Administering and maintaining learning records on the LMS including— assigning system roles, developing system dashboards, uploading courses, creating course pages, creating learning programmes and creating certifications.

**Other**

* To provide high quality administrative support service to the Staff Development and Training department being aware of changing priorities, needs and deadlines as required.
* To be familiar with Health & Safety regulations, policies and procedures and ensure they are adhered to within area of responsibility.
* To fully participate in the organisation’s performance review, personal development planning and supervision process.
* Undertake training as necessary in line with the development of the post and agreed with line manager.
* To demonstrate achievements against standards of personal and professional development within the agreed timescale.
* To contribute positively to the effectiveness and efficiency of the team.
* To always present a professional manner.
* Ensure confidentiality in all aspects of work.
* To demonstrate achievements against standards of personal and professional development within the agreed timescale.

*St Elizabeth’s is committed to safeguarding and promoting the welfare of children, vulnerable adults and young people. The successful applicant will be required to undertake an enhanced disclosure through the Disclosure and Barring Service. St Elizabeth’s is proud to be recognised as an Investor in People and to hold Disability Confident status. We are an equal opportunities employer welcoming applications from across the community.*

*The duties and responsibilities outlined above do not represent a full list of the tasks the post-holder will be expected to perform. Also it is recognised that the duties of all posts are subject to change from time to time.*

*This post is classed as having a high degree of contact with children or vulnerable adults, is exempt from the Rehabilitation of Offenders Act 1974 and is subject to an* ***enhanced*** *DBS disclosure with a check against the Children’s barred list.*

*Minor alterations to duties, and performance of similar tasks within the scope of, and at the same level as normal work, will be necessary.*