
Job Specification

Employment and Skills Administrator

Function: Employment & Skills

Reporting to: E&S Operations Manager

Core Terms & Conditions

The post will be for 35 hours per week, worked over Monday to Thursday from 8.30am to 5.00pm and on Fridays from 8.30am to 2.30pm with one 60-minute lunch break (unpaid) per worked day.

The gross salary will be £20,760 per annum, subject to confirmation of relevant experience.

There will be a six-month Probation Period at the end of which there will be a Benchmark Appraisal. Thereafter, Performance Development Reviews (PDRs) will take place twice per annum.

During the Probation Period one month's notice of termination of employment will be required on either side. Thereafter, both Parties will be required to give a minimum of three months' notice.

Holiday entitlement is 30 days inclusive of Public/Bank Holidays. Holidays are to be arranged in advance with the Employment and Skills Operations Manager.

Location

The Employment and Skills Administrator will be based at the Walled Garden, Bush Estate, Midlothian, EH26 0SB.

Line Manager

The Employment and Skills Operations Manager, as Line Manager, will assign work to and manage the post holder.

Person Specification

Employment & Skills Administrator

Function: Employment & Skills

Reporting to: E&S Operations Manager

Job Purpose

To support Members and the work of the Director of Employment and Skills and the Operations Manager to ensure the needs of the Function are delivered.

To fulfil the administration requirements of the Employment and Skills Function and the Scottish Joint Industry Board (SJIB), including the SJIB Apprentice and Adult Training Schemes, ECS Health, Safety and Environmental Assessments and ECS Cards.

Person Specification

1. Strong administration skills, proficient in Microsoft office suite and database, and in the general use of IT systems and Customer Relationship Management Systems (CRMs).
2. High standard of accuracy, attention to detail and efficiency.
3. The ability to communicate (oral and/or in writing) effectively using a variety of mediums.
4. Ability to work as part of a team.
5. Excellent planning and organisational skills, with the ability to multitask.

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1. Assist with the administration of SJIB Apprentice and Adult Trainee Registration.
2. Assist with the administration of the ECS Health, Safety and Environmental Assessments.
3. Process ECS card applications within agreed timeframes.
4. Assist with the administration of the FESS Assessments.
5. Assist with the development and delivery of the services offered by the Function.
6. Provide advice to Members, Apprentices, Operatives and any other interested party.
7. Support SELECT's strategy of Excellence and Skills and customer service standards.

NB. In addition to these key responsibilities, employees are required to carry out such other duties as may be reasonably requested.

Key Responsibility Objectives

- 1. Assist with the administration of SJIB Apprentice and Adult Trainee Registration.**
 - 1.1 Process and update Apprentice and Adult Trainee registration details.
 - 1.2 Process Apprentice and Adult Trainee registration forms and order cards in a timely manner.
 - 1.3 Maintain and update the Registration spreadsheet and ensure this is sent to SECTT every Friday.
 - 1.4 Review Apprentice and Adult Trainee registration forms after 12-18 months and destroy those where the trainee has completed Stage 1.
 - 1.5 Assist in updating Operating Procedures annually; or as changes take effect.
- 2. Assist with the administration of the ECS Health, Safety and Environmental Assessments**
 - 2.1 Assist with the maintenance of ISO 9001:2015 standards at all times.
 - 2.2 Assist with the maintenance of the ECS Data Log.
 - 2.3 Invigilate ECS HS&E Assessment sessions, giving clear instructions to candidates and maintaining exam conditions.
 - 2.4 Create and mark HS&E Assessments within agreed timescales.
 - 2.5 Provide advice to Members, non-members and individuals on all aspects of ECS.
- 3. Process ECS card applications within agreed timeframes.**
 - 3.1 Review all applications to ensure they include the required qualifications. Where appropriate write to and advise applicants informing them of the requirements/criteria.
 - 3.2 Add and/or update applicants records and qualifications in the database.
 - 3.3 Process applications and ensure cards are issued within the stipulated timescales.
 - 3.4 Provide guidance to Members and Operatives.
- 4. Assist with the administration of the FESS Assessments.**
 - 4.1 Process assessment requests within agreed timeframes.
 - 4.2 Provide advice to Member firms and Operatives on all aspects of the FESS Assessments.
 - 4.3 Assist with the maintenance of all records.

5. Assist with the development and delivery of the services offered by the Function.

5.1 Develop and produce stats and reports as required.

5.2 Assist with the development and delivery of existing products.

5.3 Assist with identifying potential new products and services that can be offered by the Function.

5.4 Assist with the development of new products and services.

5.5 Assist with delivery of new products and services.

6. Provide advice to Members, Apprentices, Operatives and any other interested party.

6.1 Provide advice on the National Working Rules.

6.2 Provide advice on grading definitions and queries.

6.3 Respond to SJIB web and mailbox queries in a timely manner.

6.4 Record contact with Members on IMIS.

7. Support SELECT's strategy of Excellence and Skills and customer service standards.

Qualifications and Experience Required

1. Education Qualifications

SVQ in Office Administration or equivalent

2. Experience

Essential

Experience in providing administrative support.

Experience in providing advice and support to customers.

Experience in word and excel.

Experience working as part of a team.

Attention to detail.

Desirable

Experience in PowerPoint.