

People Development Officer

Job Ref: REQ240756

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

Job Description

Job Grade Administrative Services Grade 4

Job Purpose

To support the Loughborough Sport workforce by coordinating all staff inductions, training, and cross department development activities.

Duties and Responsibilities

Development

- To support the Loughborough Sport People Development Group with cross departmental training and development through the coordination of meetings, administration of applications and managing the budget.
- Coordinate and administer all Loughborough Sport wide development activities.

Training

- Maintain and update learning records on the central University database (iTrent) and prepare completion reports to departmental teams.
- To work with the Loughborough Sport People Development Group, managers, and individual staff to identify and assess training needs that will enable the Loughborough Sport workforce to develop the skills and knowledge required to carry out their roles competently and effectively.
- To oversee the Loughborough Sport Induction Process, coordinate and deliver the Welcome to Loughborough Sport Inductions and collaborate with Loughborough Sport HR Team and line managers to ensure seamless support across probation, mandatory training, DBS applications and inductions for all new starters.
- To work with line managers and colleagues following the annual Performance & Development Review (PDR) process to progress any training and development requirements that are identified.
- Be part of the Loughborough Sport Health & Safety Operations Group and prepare compliance statistics and reports on mandatory training.
- To work with the Loughborough University central Health and Safety Team to coordinate H&S training needs of the department.
- Co-deliver relevant courses/bite size workshops periodically throughout the year to staff and placement students.
- To work with Loughborough University's Organisational Development Team to align Loughborough Sport's training and development needs.
- Provide general admin support for events and activities for example, book suitable venues, meet and greet presenters, and assist with any set-up queries.
- To ensure that invoices are produced, in accordance with financial procedures on a timely basis.

General

- To attend Loughborough Sport departmental meetings and other necessary meetings and contribute as appropriate.
- To undertake other duties, commensurate with the grade, as may reasonably be required..
- To undertake any training and development deemed appropriate for the position by the line manager.
- It will be necessary, on occasions, for the post holder to work outside normal working hours including some work in the evenings and at weekends.

Points to Note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Special Conditions

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the commitment to the University's Equity, Diversity, and Inclusion policies at all times.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Belonging and Inclusion and, where appropriate, Recruitment and Selection.

Organisational Responsibility

Reports to the **Head of Operations**

Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

Essential Criteria

Area	Criteria	Stage
Experience	Substantial experience of working in an office environment, carrying out administrative roles and dealing with HR related tasks	1
	Experience of organising and delivering training sessions and courses.	1
	Previous experience of dealing with people from diverse backgrounds	1
	Substantial previous experience of using a PC with MS Office for Excel, and PowerPoint, MS Outlook for email and a shared calendar system	1,3
	Experience of dealing with a large range of queries	1,3
	Previous experience of working as part of a team.	1
Skills and abilities	Ability to work efficiently and accurately.	1,3
	An eye for detail	1,2
	Excellent communication and interpersonal skills	2,3
	Ability to work to tight deadlines	1,2
	Ability to work flexibly as part of a team	1,3
	Multi-tasking skills (essential in order to manage workload).	1,2,3
	Ability to forward plan your own schedule of work	1,3
	Ability to maintain confidentiality at all times	1
	Reliability	1
	Ability and willingness to undertake regular, routine duties	1,3
Training	Ability to adopt new procedures as and when required	1
Qualifications	GCSE level or equivalent education including English and Mathematics	1
Other	Evidence a good working knowledge of equal opportunities and understanding of diversity in the workplace	1,3

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of supervising or managing teams	1,3
	Experience of working in a Higher Education Environment	1,3
	Experience of working in a sport/leisure industry related role.	1,3

	Previous experience with learning databases, such as iTrent and finance databases such as Agresso	1,3
Qualifications	Qualification in HR	1
	First Aid at Work	1
	Relevant Leisure Industry training qualifications	1
Other	A flexible approach and a willingness to work irregular hours as necessary.	1,3

Conditions of Service

The position is FULL TIME and FIXED TERM until 30th June 2025. Salary will be on [Administrative Services Grade 4](#), at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Academic and Related staff/Operational and Administrative staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>.

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equity and celebrates diversity and inclusion throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>