

## Job Description

<b>Job title:</b>	<b>Workforce Development Co-ordinator (HRMI/L&amp;OD)</b>
<b>Department/School:</b>	<b>Human Resources</b>
<b>Grade:</b>	<b>5</b>
<b>Location:</b>	<b>University of Bath premises</b>

### Job purpose

You will provide key administrative support to a range of areas in the Workforce Development team, within the University's Human Resources department, with your primary focus being HR Management Information (HRMI) and Learning & Organisational Development

This position will work collaboratively across the team to provide excellent administrative and data support. You will be expected to be competent in managing processes, supporting events and handling large quantities of data.

### Source and nature of management provided

Senior Reporting & Insights Manager

### Staff management responsibility

None

### Special conditions

N/A

### Main duties and responsibilities

<b>1</b>	<p><b>Data</b></p> <p>Produce data including:</p> <ul style="list-style-type: none"> <li>• Pulling data/reports from systems and month end reports</li> <li>• Prepare data sets for use in a variety of sources e.g. industrial action tracking, Athena Swan, project work.</li> <li>• Work with colleagues to identify ways to improve the quality of data</li> <li>• Create regular reports and dashboards to present information to stakeholders</li> <li>• Apply legislation and good practice under the Data Protection Act (2018) when using data</li> <li>• Understand and access data through systems or reports to answer queries from employees and managers</li> </ul>
----------	---

<b>Main duties and responsibilities</b>	
	<ul style="list-style-type: none"> <li>• Present data given to you in a creative way e.g. using tables, images and infographics</li> </ul>
<b>2</b>	<p><b>Administration</b></p> <ul style="list-style-type: none"> <li>• Manage mailboxes and respond to queries and requests</li> <li>• Support with system updates on iTrent</li> <li>• Update the Workforce Development intranet pages</li> <li>• Support the administration of the University's processes including engaging with stakeholders, creating and maintaining documents, taking minutes at meetings, setting up meetings</li> <li>• Prepare and distribute documentation for committee meetings and other related meetings.</li> <li>• Maintain employee records and other internal documents/trackers as needed.</li> <li>• Set up training and other events as required including producing documentation, communicating, managing attendance and gathering feedback</li> </ul>
<b>3.</b>	<p><b>Communication</b></p> <ul style="list-style-type: none"> <li>• Update and maintain intranet pages including writing content for the intranet publishing system, proof reading, presenting information clearly, publishing pages.</li> <li>• Liaise with a variety of stakeholders (verbally and in writing) supporting them with processes and escalating complicated queries as appropriate</li> </ul>
<b>5</b>	<p><b>Processes and Project Support</b></p> <ul style="list-style-type: none"> <li>• Contribute to the review of existing processes and provide support in making improvements.</li> <li>• Manage the administration of training reports.</li> <li>• Support with projects as required, including and up to being responsible for the delivery components of them.</li> </ul>
<b>6</b>	<p><b>Continuous Professional Development</b></p> <ul style="list-style-type: none"> <li>• Keep up to date with relevant case law, legislation, and government advice.</li> </ul>
<b>7</b>	<p><b>General Support</b></p> <ul style="list-style-type: none"> <li>• Provide administrative support to other areas of workforce development for projects, processes, or events as required.</li> </ul>
<p>You will from time to time be required to undertake other duties of a similar nature as reasonably required by your line manager. You are required to follow all University policies and procedures at all times and take account of University guidance.</p>	

### Person Specification

Criteria	Essential	Desirable
<b>Qualifications</b>		
Maths and English GCSE grade C (or equivalent qualification)	X	
CIPD Level 3 (or equivalent experience)		X
<b>Experience/Knowledge</b>		
Ability to apply relevant legislation, especially relating to: <ul style="list-style-type: none"> <li>• GDPR</li> <li>• Data Protection Act (2018)</li> </ul>	X	
Experience of prioritising tasks sometimes with conflicting deadlines	X	
Experience of organising work e.g. ensuring deadlines are met, booking meetings, adding diary/task reminders		X
<b>Skills</b>		
Good IT skills with the ability to use Microsoft Office packages (word, excel, outlook) or equivalent.	X	
Good communication skills e.g. able to clearly explain a policy document or process and relay time scales to employees, line managers and senior members of staff.	X	
Good customer service skills e.g. providing time scales in response to queries, ability to speak to employees in a friendly but professional tone	X	
Ability to learn to manipulate data for other uses e.g. employee information in order to gain insight	X	
Have good attention to detail e.g. the ability to proof-read documents before publishing on the intranet	X	
<b>Attributes</b>		
Confident e.g. can clearly explain a process to a colleague, senior manager, or employee	X	
Works well with a variety of people e.g. able to work in different groups or teams and provide the required support		X