

# come and work with us



## Training Administrator

### The Role:

To provide a high level of administrative support in the management of Training Programs throughout the company.

### Key Responsibilities:

#### Training Centre

- Ensure training arrangements are in place for all training courses
- Act as point of contact for regional training enquiries and bookings
- Organise and communicate training arrangements to delegates, ensuring that any changes are accurately recorded in a timely manner
- Build and maintain relationships with NVQ providers
- Maintenance and advising of CSCS and CPCS cards and booking of H&S touchscreen tests
- Applying for CSCS and CPCS cards

#### Training Administration

- Liaise with training providers to book training at external training locations
- Ensure all invoices are accurate and promptly sent for processing and payment
- Process cancellation charges where necessary and feedback to regional coordinators
- Ensure training rooms are well presented and that all required facilities and resources are ready prior to and throughout the training event

#### Training records/reporting

- Ensure all training activity is recorded in the appropriate systems and certificates of attendance are produced and issued
- Monitor delegate feedback and quarterly report on results of customer survey
- Uploading of training certificates for all regions
- Update and maintain all training records on Kallidus system
- Ensure training calendar is maintained and updated
- Ensure that training costs are monitored and reported to budget holders
- Produce monthly NVQ compliance reports to Head of Training
- Produce reports for example NVQ compliance reports, training expenditure and attendance

### Key Measures & Targets:

- Training administration activities are provided in a timely, efficient and cost effective manner
- Training is booked and runs to schedule

### Key Relationships:

- Regional Training Coordinators in the wider Barhale business
- Barhale Operations Management
- Head of HR

# come and work with us



- Third party training providers
- Awarding training bodies e.g., City & Guilds, CSCS, NOCN

## **Person Specification:**

The successful candidate is likely to meet all the following criteria:

### **Essential**

- Excellent communication skills, including a professional telephone manner
- The successful applicant will have experience of working in a similar role, in a busy office environment
- Excellent organisational skills
- The ability to maintain confidentiality at all times and in all circumstances
- Ability to liaise with staff/operatives of all levels within Barhale and external providers
- Excellent use of Microsoft Office package
- Experience of dealing with high volume of administration
- Experience of using booking systems
- Experience of producing reports

### **Desirable**

- Experience of working in the construction sector

## **Benefits:**

As well as offering a competitive salary, remuneration for this role includes flexible benefits, which provide a range of guaranteed benefits including but not limited to:

- 5% Company pension contribution
- Life Assurance at 2 x notional salary
- Single person's private medical cover
- Permanent Health Cover

## **About Barhale:**

Barhale is one of the largest privately-owned civil engineering and infrastructure specialists with 40 years of experience working UK-wide across the water, transport, built environment and energy sectors. Founded by our Chairman, Dennis Curran in 1980, the group was originally set up as a specialist tunnelling contractor. Whilst we retain our tunnelling roots, repeated success in several sectors of the construction industry has enabled us to expand our skillset and become one of the largest privately-owned infrastructure specialists in the UK.

## **What we do**

We provide design, construction and maintenance services to the following sectors.

- Water
- Transport
- Energy
- Built Environment

# come and work with us



We also possess a range of specialist skills to support our civil engineering and infrastructure activities including

- Tunnelling
- MEICA capabilities
- In-house design
- A steel-fabrication and supply subsidiary (BCS Group)

### **Who we are?**

Barhale operates as a tier 1 partner for blue-chip, regulated and private clients. We work as part of large frameworks, joint ventures and alliances, as well as on individual projects developing long-standing relationships based on Trust, Integrity and Pride.

### **Our People**

We employ a direct workforce of over 800 employees nationwide. We recognise that our business is only as good as the people we employ, which is why we value them so highly and invest in regular training and development, utilising our dedicated training facility in Walsall.

### **How to apply:**

[careers@barhale.co.uk](mailto:careers@barhale.co.uk)