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| **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.

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| **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 programmes.

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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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

1. Assist with the administration of the Final Integrated Competence Assessment (FICA).
2. Assist with the administration of SJIB Apprentice and Adult Trainee Registration.
3. Assist in the review and development of the Final Integrated Competence Assessment (FICA) and the Advanced Competence Assessment (ACA).
4. Assist in the review and development of the Crediting Electrotechnical Competence (CEC).
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 the Final Integrated Competence Assessment (FICA).**
   1. Process FICA results in a timely manner.
   2. Process Initial Grading Applications within agreed timescales.
   3. Record and maintain records/results and collate stats/reports.
   4. Provide administrative support to the Employment & Skills Operations Manager.
2. **Assist with the administration of SJIB Apprentice and Adult Trainee Registration.**
   1. Process and update Apprentice and Adult Trainee registration details.
   2. Process Apprentice and Adult Trainee registration forms and order cards in a timely manner.
   3. Review Apprentice and Adult Trainee registration forms after 12-18 months and destroy those where the trainee has completed Stage 1.
   4. Assist in updating Operating Procedures annually; or as changes take effect.
3. **Assist in the review and development of the Final Integrated Competence Assessment (FICA)** **and the Advanced Competence Assessment (ACA).** 
   1. Assist with the organisation and preparation for meetings.
   2. Produce Minutes/Notes and actions from meetings.
   3. Update relevant documents as required.
   4. Collate and produce stats/reports on FICA and ACA results.
4. **Assist in the review and development of the Crediting Electrotechnical Competence (CEC).**
   1. Assist with the organisation and preparation for meetings.
   2. Produce Minutes/Notes and actions from meetings.
   3. Assist in updating CEC Guidance for Employers and Candidates and the CEC Registration form.
5. **Assist with the development and delivery of the services offered by the Function.**
   1. Develop and produce stats and reports on ECS Health, Safety & Environmental Assessments, ECS Cards, Apprentice/Adult Trainee Registration, FICA, ACA and CEC.
   2. Collate and maintain records of ECS and Grading incomes monthly (Initial, Renewals, Up-Grades)
   3. Assist with the organisation, preparation and produce Minutes for External Verifier meetings.
   4. Assist with the development and delivery of existing products.
   5. Assist with identifying potential new products and services that can be offered by the Function.
   6. Assist with the development of new products and services.
   7. Assist with delivery of new products and services.
6. **Provide advice to Members, Apprentices, Operatives and any other interested party.**
   1. Provide advice on the National Working Rules.
   2. Provide advice on grading definitions and queries.
   3. 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 working as part of a team.

Attention to detail.

Desirable

Experience in PowerPoint.

**3. Specialist skills or knowledge**

Essential

Experience in word and excel.