



VACANCY NOTICE

"We aim to recruit for attitude & train for skill in line with our Sertec People Philosophy and accelerator behaviours."

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| Job Title: | Training & Development Assistant |
| Job Family: | People Development |
| Sertec Site: | Sertec Corporation Ltd |
| Hours: | Full time, day shift |
| Reporting To: | Senior Talent Business Partner |

Main Purpose of The Position:

- Working as part of the Training and Development team you will support the department to enable training activities to meet the future needs of the business, with ownerships of Early Career Talent recruitment and support activities within the business.
- Support with the arrangement and coordination of training needs for Sertec companies, working with Suppliers, employees and Leaders across the group.
- Working with relevant systems and suppliers you will support to ensure all training requests are effectively managed and delivered within reasonable timeframes and in line with Budget requirements.
- You will actively support the business to attract and retain the best early career talent and enhance our pipeline of home-grown, talented individuals who aspire to be our future leaders and valued contributors within Sertec. Working closely with Apprentices, Interns, Graduates, and work experience students you will play an instrumental role in their experience, engagement and overall career development within the organisation.

Core Duties:

- Contribute to the development of a culture of learning and continuous improvement, Supporting employee engagement, retention, and career progression.
- Support in the design, implementation and management of key projects and activities related to the people development cycle.
- Support the business with the provision of wider training needs, acting as a lead administrator of the Bamboo LMS.



- Support all aspects of the early year talent lifecycle including candidate attraction, assessment, on boarding and development and retention.
- Work within the community and educational networks to promote Sertec and build future talent pipelines across Early career entry points providing opportunities for our current alumni to engage with the community (e.g STEM, Open days, Career events)
- Support early career employees and their leaders, ensuring a positive early careers experience for all parties
- Act as the key point of contact for early career employees in relation to academic, pastoral and safeguarding needs.
- Act as the key point of contact for educational bodies in relation to learner onboarding, management, and end point assessment facilitation.
- Facilitate onboarding and talent pipeline programmes such as T levels and Work Experience.

Minimum Requirement for Role Attainment:

The successful candidate should have a HR/ L&D background and experience working with Early Career Talent along with knowledge of apprenticeship programmes. You should ideally have an understanding of safeguarding and recruitment processes.

You should be proficient on the use of Microsoft office packages, knowledge of LMS systems would also be advantageous.

You be an empathetic / supportive individual who is well organised, has the ability to multi-task, self-driven with an eye for detail.

Please note this role may require you to travel world wide and a full UK driving licence is essential for this role.

How To Apply:

Please apply for this vacancy via email attaching a CV, stating the reason you are applying and why you feel you would be suitable for this position. Please note only electronic applications will be considered and a copy of the full Job Description available upon request. Please note, if invited for an interview, please, out of courtesy, make your current line manager aware.

This can be sent to: tracey.smith@sertec.co.uk



Closing Date:

03/06/2024

“Sertec strive to create a welcoming and collaborative environment where all our employees can bring their authentic selves. We show respect and care towards one another and work together to create a safe and collaborative environment where all thoughts and opinions are welcome.”

Our Company Benefits:

- 10% off Anytime Fitness
- 25 days holiday plus 8 public/bank holidays
- Early finish on a Friday
- Company pension scheme
- Employee recognition schemes
- Access to learning and development courses
- Hybrid Working
- Employee Assistance Programme
- Challenging but highly rewarding career
- Loyalty days
- Shift allowance

Successful **E**mpowering **R**esponsive **T**eamwork **E**njoyment **C**ommitment