



Programme Design Administrator

Contract term: Permanent, Full-Time

Hours: 37 hours

Location: ALS Head Office, Ocean Park House, Cardiff.

Salary: £22,000 rising to £24,500 per annum pro rata (Grade 4).

Who we are:

ALS Training is a leading provider of training, learning and development solutions with over 2,000 Apprentices in learning each week. We design, deliver and evaluate a comprehensive range of training and development solutions to service both employers' and employees' and their individual needs.

What you'll do:

We are looking for a passionate individual to further develop innovative technology systems in teaching and learning across the organisation and to champion digital literacy essential skills in staff and learners. You will support the Programme Design and Delivery Manager by maintaining our bespoke Information Systems and assisting in the development and training of existing systems.

The role will be based at ALS' Head Office, Ocean Park House, Cardiff.

ALS is committed to promoting the Welsh language for both staff and learners, and whilst it is not considered essential criteria, the ability to speak Welsh is desirable for this role.

What we offer:

- Generous holiday package (up to 45 days per year)
- Annual salary increases
- Healthcare cash plan
- Contributory pension scheme
- Life assurance
- Wellbeing initiatives including access to in-house counselling
- Employee voice initiatives including a staff council
- Flexible and hybrid working options (where applicable)
- Annual team building events
- Four paid volunteering days per year
- Length of service and birthday rewards
- Staff recognition awards
- Complimentary tea and coffee
- Excellent learning & development and CPD opportunities
- Formal coaching and mentoring opportunities
- E-learning platform available to all staff

What you are responsible for:

- To maintain bespoke information systems including data, lookup tables, process automation, user accounts, basic additional requirements and system adjustments

- To co-ordinate development, training, use and impact of E-portfolios and Office 365
- To create user manuals, interactive tutorials and process flows for all managed systems including E-portfolios, MS Teams, Office 365 and associated Apps.
- To manage and prioritise design requests including developments, additional requirements and adjustments.
- To manage the online booking system for internal and external delivery of courses.
- To co-ordinate the innovative use of technology in learning across the organisation including research, development, training and monitoring impact in line with the Teaching and Learning Strategy
- To work with the delivery teams to develop the delivery offer and adoption of digital and blended learning to ensure high activity success rates
- To support in the management and development of electronic filing systems across the organisation
- To contribute to up-skilling the ICT literacy levels of staff across the company
- Any other duties as requested by your manager, which may be necessary from time to time.

Personal and other duties and responsibilities:

- To actively keep updated with the company's services and programmes.
- To develop yourself by attending courses, meetings, training events, workshops and seminars, in order to not only develop yourself but also the company.
- To demonstrate clear written, verbal and digital communication skills including report writing skills.
- To be highly self-motivated and organised.
- To ensure effective customer care skills.
- A recognition and regard for observing confidentiality.
- The capacity to work as part of a team.

- An ability to work on own initiative and meet set timescales.
- General housekeeping duties.
- To display **ALS** core values at all times.

Person Specification

What we are looking for:

	Assessment Method		Essential	Assessment Method		Desirable
Experience	A	Application/Interview	Experience of using PowerPoint, Excel and Databases.	A	Application/Interview	Experience in coding, e.g. Python, Visual Basic, C++ etc.
	B	Application/Interview		B	Application/Interview	
Qualifications & Knowledge	A	Application/Certificate verification	Good level of IT Literacy	A	Application/Certificate verification	
				B	Application/Interview	
Skills & Attributes	A	Interview	Creative and passionate for training/learning	A	Interview	Welsh speaker
	B	Interview	Excellent problem-solving skills			
	C	Interview	Proven track record of meeting targets			
	D	Interview	Excellent written and verbal communication skills			
	E	Interview	Well organised			
	F	Interview	Excellent IT skills with programmes such as Microsoft Office, Word and Excel			
	G	Interview	Willingness and ability to be flexible and go above and beyond as and when needed			
	H	Interview	Team player with ability to work on own initiative			
	I	Interview	Willingness to undertake personal & professional development in relation to your role and business needs			
Personal Qualities	A	Interview	To uphold ALS Values			
Other	A	Interview				

Have you got what it takes? <https://www.irishrcloud.co.uk/recruit/application/apply.aspx?cid=1489-26F1BCDA-2297-4057-B144-E46002AEEBAB&VacancyID=22787-84441E0B-7B68-4ACC-A771-2DB0A8C60234>