

TENDRING DISTRICT COUNCIL

ROLE DESCRIPTION

Job Title: People Development Assistant

Post No: 10001531

Grade: 1C - 3

Service: Chief Executive - People

Reports to: People Development Manager

1 JOB PURPOSE

To undertake a wide range of duties and administrative tasks supporting the Council's people development function, including maintaining records, monitoring training and development and organising training delivery events, in order to meet the objectives of the People Strategy.

2 JOB ACTIVITIES

- 2.1 Provide a reliable point of contact for all people development matters, including monitoring and responding to generic email accounts.
- 2.2 Arrange the booking of trainers, venues, travel, accommodation and facilities for training events.
- 2.3 Produce and maintain accurate records of learning and development activity across the Council as outlined in the People Service Delivery Plan.
- 2.4 Monitor and collate training attendance and evaluation forms, creating statistics as needed.
- 2.5 Ensure staff attend internal and external learning events to meet statutory requirements and the aims of the Council's People Strategy.
- 2.6 Communicate course requirements with trainers, facilities, learners and external suppliers with agreed timelines.
- 2.7 Maintain and update the corporate Job Evaluation database.
- 2.8 Monitor and record the Council's career grade records including collating and submitting progression applications for approval by the People Development Manager.
- 2.9 Support the People Development Manager in collating data and statistics to generate reports in preparation for the Local Government Reorganisation.
- 2.10 Manage and update the training and development calendar.
- 2.11 To maintain online forms and intranet pages, reviewing and updating and publishing content as necessary.
- 2.12 Such other duties as may be required by the Council from time to time

3 CORPORATE RESPONSIBILITIES

- 3.1 You must work to any standards imposed by the Council.
- 3.2 Must achieve good performance on relevant performance indicators both local and statutory and ensure that all employees understand the aims and objectives of the service and are able to maximise potential and achievement. And must ensure that employees can relate their work to the Council's overall corporate strategy and priorities.
- 3.3 You are required to promote, apply and (Senior positions) adhere to the Council's HR and ICT policies, procedures and schemes, including Age, Alcohol, Drugs and Substance Abuse, Equality and Diversity, Flexible Working Hours, Discipline, Grievance, Harassment, Health, Safety & Welfare; Lone Working, Managing and Developing Personal Performance (MDPP), No Smoking, Sickness & Ill Health, Stress, Race Awareness, Violence at Work and Working Time Regulations. E-Mail, Internet, Intranet, IT Monitoring, ICT Security, Records Management and Retention as well as financial and

contract regulations, delegated powers, the Data Protection Act and the Freedom of Information Act.

- 3.4 Must maintain high quality corporate and service standards and best practice as required.
- 3.5 Must work towards achieving good performance on relevant performance indicators both local and statutory as part of a team.

4 SPECIAL CONDITIONS

- 4.1 You will be required to work all reasonable hours to ensure deadlines are met and on an occasional basis you may be required to attend evening meetings.
- 4.2 You must keep up to date with and implement any changes insofar as they apply to your role be they new or amended legal requirements, internal and external policies or any Council or delegated decisions.

This job description is a guide to the duties the postholder will be expected to undertake. It is not required to be exhaustive or exclusive and will be changed as working requirements dictate.

TENDRING DISTRICT COUNCIL

PERSON SPECIFICATION

Job Title: People Development Assistant

Post No: 10001531

It will help the assessment of your application if you ensure it addresses each of the requirements set out in this document.

PROFESSIONAL & TECHNICAL DEVELOPMENT

- GCSE (A* - C) English Language and Mathematics or equivalent
- Knowledge and experience of the application of ICT systems to deliver business solutions particularly word processing, spreadsheets, databases, desktop systems, web, online forms and intranet software (a Level 2 IT qualification would be an advantage).
- Level 2 Customer Service or Business Administration.
- Learning and Development Practitioner Level 3.
- Associate Member of CIPD or working towards this level.

COMPETENCY REQUIREMENTS

The following competencies will be used in making the initial selection decision:

2.1 Working with People

- a. Demonstrates an interest in and understanding of others.
- b. Adapts to the team and builds team spirit.
- c. Recognises and rewards the contribution of others.
- d. Listens, consults others and communicates proactively.
- e. Supports and cares for others.
- f. Develops and openly communicates self-insight such as an awareness of own strengths and weaknesses.

3.1 Relating and Networking

- a. Establishes good relationships with customers and staff.
- b. Builds wide and effective networks of contacts inside and outside the organisation.
- c. Relates well to people at all levels.
- d. Manages conflict.
- e. Uses humour appropriately to enhance relationships with others.

4.2 Applying Expertise and Technology

- a. Applies specialist and detailed technical expertise.
- b. Develops job knowledge and expertise (theoretical and practical) through continual professional development.
- c. Shares expertise and knowledge with others.
- d. Uses technology to achieve work objectives.
- e. Demonstrates appropriate physical co-ordination and endurance, manual skill, spatial awareness and dexterity.
- f. Demonstrates an understanding of different organisational departments and functions.

6.2 Delivering Results and Meeting Customer Expectations

- a. Focuses on customer needs and satisfaction.
- b. Sets high standards for quality and quantity.
- c. Monitors and maintains quality and productivity.
- d. Works in a systematic, methodical and orderly way.
- e. Consistently achieves project goals.

6.3 Following Instructions and Procedures

- a. Appropriately follows instructions from others without unnecessarily challenging authority.
- b. Follows procedures and policies.
- c. Keeps to schedules.
- d. Arrives punctually for work and meetings.
- e. Demonstrates commitment to the organisation.
- f. Complies with legal obligations and safety requirements of the role.

**Applicants should note that the above competencies are part of the Council's Universal Competencies Framework and there will be other competencies relevant to this role which will be used in the on-going appraisal of the person appointed.*

**Applicants should also take note of the requirements of the Career Grade for this post. The Career Grade details additional requirements that will be used to determine the pay rate on appointment and in the management of performance and pay progression after appointment.*

CAREER GRADE SCHEME

Department	Chief Executive - People	Applies to Post No(s)	TBC	
Post Title	People Development Assistant		Grade	1C To 3
Level 1 – Initial appointment and induction				
Entry level: Pay Grade 1C SCP 3 – progression to Grade 2 barred until Level 2 criteria met				
<ul style="list-style-type: none">GCSE (A* - C) English Language and Mathematics or equivalentKnowledge and experience of the application of ICT systems to deliver business solutions particularly word processing, spreadsheets, databases, desktop systems, web, online forms and intranet software				
Level 2 – Criteria to be met before progression to pay Grade 2 SCP 4-5				
Competency	Criteria Ref:	Heading	Behaviours	
	2.1 a)	Working with People	Demonstrates an interest in and understanding of others.	
	2.1 e)		Supports and cares for others.	
	3.1 a)	Relating and Networking	Establishes good relationships with customers and staff.	
	3.1 c)		Relates well to people at all levels.	
	4.2 c)	Applying Expertise and Technology	Shares expertise and knowledge with others.	
	4.2 d)		Uses technology to achieve work objectives.	
	4.2 e)		Demonstrates appropriate physical co-ordination and endurance, manual skill, spatial awareness and dexterity.	
	6.2 a)	Delivering Results and Meeting Customer Expectations	Focuses on customer needs and satisfaction.	
	6.2 b)		Sets high standards for quality and quantity.	
	6.3 a)	Following Instructions and Procedures	Appropriately follows instructions from others without unnecessarily challenging authority.	
	6.3 b)		Follows procedures and policies.	
	6.3 c)		Keeps to schedules.	
	6.3 d)		Arrives punctually for work and meetings.	
Knowledge & Formal	7	<ul style="list-style-type: none">Level 2 Customer Service or Business Administration		
Tasks / Skills	Criteria Ref:	Item	Performance	
		iTrent	Has a detailed working knowledge of the Council's iTrent system and is able to demonstrate the database to colleagues.	
		Corporate Knowledge	Has a working knowledge of the Council's processes and procedures.	

There is an on-going need for staff to operate at the higher level.

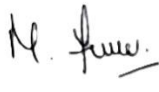
Level 3 – Criteria to be met before progression to Pay Grade 3 SCP 6-7

Continues to meet all previous criteria plus those set out below

Competency	Criteria	Heading	Behaviours
	2.1 b)	Working with People	Adapts to the team and builds team spirit.
	2.1 c)		Recognises and rewards the contribution of others.
	2.1 d)		Listens, consults others and communicates proactively.
	2.1 f)		Develops and openly communicates self-insight such as an awareness of own strengths and weaknesses.
	3.1 b)	Relating and Networking	Builds wide and effective networks of contacts inside and outside the organisation.
	3.1 d)		Manages conflict.
	3.1 f)		Uses humour appropriately to enhance relationships with others.
	4.2 a)	Applying Expertise and Technology	Applies specialist and detailed technical expertise.
	4.2 b)		Develops job knowledge and expertise (theoretical and practical) through continual professional development.
	4.2 f)		Demonstrates an understanding of different organisational departments and functions.
	6.2 c)	Delivering Results and Meeting Customer Expectations	Monitors and maintains quality and productivity.
	6.2 d)		Works in a systematic, methodical and orderly way.
	6.2 e)		Consistently achieves project goals.
	6.3 e)		Demonstrates commitment to the organisation.
	6.3 f)		Complies with legal obligations and safety requirements of the role.
Knowledge & Formal Training		<ul style="list-style-type: none"> Learning and Development Practitioner Level 3 	
		<ul style="list-style-type: none"> Student/Associate Member of the Chartered Institute of Personnel and Development (CIPD)) 	
Tasks/ Skills		<ul style="list-style-type: none"> Career Grade Criteria: <p>Is able to prepare career grade applications for approval and monitor their progress.</p>	
		<ul style="list-style-type: none"> Corporate Training: <p>Is able to support the People Development Manager in the preparation and delivery of corporate training courses.</p>	

There is an on-going need for staff to operate at the higher level.

It is important that the contents of this Career Grade Scheme remains relevant to the current and future needs of the Council. They are therefore subject to annual management review and amendment.

Approved	Assistant Director People		Date	
	People Development Manager		Date	29/05/25