**Job title:** Training Compliance Data Administrator

**Responsible to: Head of Regulatory Training and Care & Clinical Workforce Development**

**Responsible for:** N/A

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**Our Values**

## Fulfilling Lives is our core purpose

## Every one of us makes a difference is the belief that drives us

## Caring, Passionate and Teamwork are the values that underpin everything we do

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## Job Summary

To create a training compliance matrix for the mandatory and care and clinical training across the estate.

### Key Responsibilities

### Audit mandatory and clinical training for each of our homes.

* Set up a tacker training compliance tracker for each home using excel.
* Update training attendance records both on LMS and excel tracker.
* Organise essential training where gaps are identified.
* Support operations teams to access training.
* Work with suppliers and stakeholders to cross check and validate evidence of training attendance.
* Work with wider compliance and workforce development team to ensure training is available, booked and captured.
* Support with report creation for the board of executives.
* Support with the compliance training inbox and assist with queries that come in from the homes or support functions.
* Provide cover for BAU training requests and queries.
* Produce monthly reports and had-hoc reports as required.
* Organise events at the request of the Care Quality and Governance Team.
* Liase with Learning & Development team regarding the use of the Learning Management System.

**Safeguarding of Vulnerable Adults / Mental Capacity Act**

To complete training on Safeguarding of Vulnerable Adults and the Mental Capacity Act and be able to understand and implement SVA and MHA policies and procedures taking responsibility for reporting any safeguarding concerns to the senior person on duty or on-call Regional Director.

### Health and Safety

As an employee of Care UK, the post holder has a duty under the Health and Safety at Work Act 1974, to:

* Take reasonable care of the health and safety of themselves and all other persons who may be affected by their acts or omissions at work.
* Co-operate with their employer to ensure compliance with Health and Safety legislation and the Health and Safety policies and procedures of the organisation, not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety, or welfare, in pursuance of any of the relevant statutory provisions.
* To ensure that adequate measures are taken to protect the health and safety of all staff including the maintenance and upkeep of a safe environment.

**Data Protection**

The post holder must at all times respect the confidentiality of information in line with the requirements of the Data Protection Act 2018 and the company’s ISO27001 accreditation.  This includes, if required to do so, obtain, process and/or use information held on a computer in a fair and lawful way, to hold data only for the specified registered purposes and to use or disclose data only to authorised persons or organisations as instructed.

* This list of duties and responsibilities is by not exhaustive and the post holder may be required to undertake other relevant and appropriate duties as reasonably required.
* This job description is subject to regular review and appropriate modification.

I confirm I have read and understand this Job Description

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| **Name of postholder** |
| **Signature** |
| **Date** |

##### Person specification

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| **Criteria** | **Essential** | **Desirable** |
| Qualifications |  | * GCSEs (or equivalent)   including English and Maths |
| Experience | * Administration in a process driven environment * Experience of collating and analysing data | * Knowledge of training compliance in healthcare/social care |
| **Technical Skills** | * Excellent communication skills both written and verbal * Excellent organisational skills and methodical approach * Excellent time management and planning skills * Attention to detail and accuracy * Competent with Microsoft Excel, Word and PowerPoint packages * Ability to multi task and manage priorities | * Knowledge of working in a care home environment |
| **Personal Qualities** | * Able to prioritise workload * Able to use own initiative * Ability to work with minimal supervision * Flexible and adaptable * Has a ‘can-do’ attitude to work * Enjoys working effectively as part of a team |  |