



## Learning and Development Co-ordinator

### Department:

Human Resources  
Ref: HR-031/P

### Salary:

Salary in the range of £26,396 –  
£31,412 per annum.

**\*Closing date for applications:  
12.00 midnight on Sunday 16  
April 2023**

Interviews are expected to take  
place within 4 weeks of the  
closing date.

A job description and person specification  
can be viewed on our website:

[https://www.bolton.ac.uk/staff-  
area/professional-services/about-  
hr/vacancies](https://www.bolton.ac.uk/staff-area/professional-services/about-hr/vacancies) or requested by email:  
[jobs@bolton.ac.uk](mailto:jobs@bolton.ac.uk).

To apply, please submit your CV along  
with a short covering letter (no more than  
two sides of A4 font size 12) explaining  
your suitability for the role to  
[jobs@bolton.ac.uk](mailto:jobs@bolton.ac.uk). Please ensure you  
quote the position reference number on all  
paperwork submitted.

If an applicant is interested in more than  
one vacancy, a separate application must  
be submitted for each vacancy to ensure  
that the individual role requirements are  
addressed.

Candidates must be eligible to work in the  
UK, for more information please visit  
<https://www.gov.uk/check-uk-visa>. No  
agencies.

\*Please note, the University reserves the  
right to shorten/extend the closing date of  
any position where a high/low volume of  
applications are received.

Are you looking for a new challenge?

Are you an experienced Training Administrator or Co-ordinator who  
is passionate about learning and development and looking for your  
next step?

If you are interested in working for the number one University in  
Greater Manchester for student satisfaction, Come and join us!

We are seeking to recruit a highly organised and technically competent  
Learning and Development Co-ordinator to work with the HR Business  
Partner/OD champion to establish and maintain training and development  
processes and systems. You will also support key institution-wide projects  
and initiatives such as the University's 'Best Companies' employee  
engagement survey and take the lead role in maintaining and updating our  
Virtual Learning Environment – STEAM (the Staff Enhancement and  
Achievement Map).

You will be confident in managing all aspects of training and development,  
from processing customer requests, liaising with external training  
providers, and delivering Mandatory Training courses, to maintaining  
learning and development platforms, analysing and evaluating training  
and development data, and providing key information reports.

To be effective in this role you will be able to work on your own initiative  
and be capable of maintaining accuracy and attention to detail, whilst  
working under pressure and to tight deadlines. You will be highly proficient  
in the use of Information Technology, and be able to work effectively with  
internal and external partners and stakeholders.

The successful candidate will be educated to A-Level (or equivalent  
standard) and hold Associate CIPD status (or be willing to work towards  
this). You will be able to demonstrate substantial experience working in a  
Learning and Development role, within a large and complex environment  
(not necessarily in higher education). You will also have excellent  
administrative, analytical and communication skills.

In return, we offer excellent staff benefits, a friendly and supportive  
working environment and lots of scope to further your professional  
development.

For an informal discussion about the opportunity please feel free to contact  
Alex Jones (HRBP/OD Champion) on: (01204) 903365.