

Requisition Number:

Job Description.

HORIBA MIRA is a global provider of pioneering engineering, research and test services to the automotive, defence, aerospace and rail sectors. We work in close collaboration with vehicle manufacturers and suppliers around the world, providing comprehensive support ranging from individual product tests to turnkey engineering design, development and build programmes.

With over 75 years' experience in developing some of the world's most iconic vehicles, our engineers utilise the latest test facilities and simulation tools to make vehicles and journeys safer, cleaner, more efficient and rewarding.

Title of Job:	Skills Administrator		
Department:	Strategic & Global HR D521		
Grade:	2 K		
Date Required:	As soon as possible		
Salary Range:	Up to £15 p/hr > part time 20 hours per week > 4 hours a day requirement > hours to be flexible based on business need		
Number Required:	1		
Location:	Nuneaton and Working from Home		
Reason for Vacancy:	Additional resource required to release subject matter experts and support funded and customer programmes.		
Contract Type:	Permanent:		Contractor:
Responsible To:	Business Partner - Skills		
Subordinates:	None		

Main Purpose of Job
<ul style="list-style-type: none"> • Coordination and delivery of key skills activities to support yearly Game Plan • Support customer facing programmes • Support funded external events • Interaction with Managers at all levels, applicants, training course delegates and suppliers. • This is a hybrid role with the expectation of being on site 1-2 days a week – with the possible need for more based-on requirement

Key Responsibilities
Skills & Training: <ul style="list-style-type: none"> • Training course delegate management • Booking and coordination of training courses • Coordination of the induction programme • Database input and management on several systems • Accreditation programme and management • Reporting from a number of systems

- Review and coordination of onsite presence for Skills Business and partner web-sites (e.g. MIRA Technology Institute) for training provision.

Skills Programme Support:

- Support of externally funded skills events, including significant interaction with our tenant community and onsite stakeholders e.g. MTP Team and Marketing/Events Management/MIRA Technology Institute.

Human Resources:

- Support transition into new HR systems

Essential Qualifications	Preferred Qualifications
<ul style="list-style-type: none"> • Level 3 qualification in business and admin or equivalent 	<ul style="list-style-type: none"> • HR or Training qualifications or relevant institution membership.

Essential Experience	Preferred Experience
<ul style="list-style-type: none"> • Working in a busy confidential environment. • Dealing with internal and external customers and stakeholders at all levels. 	<ul style="list-style-type: none"> • Experience of working in a busy HR, training or skills development environment with customer funded and facing activities. • Customer focussed experience

Skills & Qualities
<ul style="list-style-type: none"> • Excellent IT skills with usual Microsoft products, database input and management, and ability to learn bespoke database systems e.g. training. • Excellent communication skills • Able to work autonomously in an organised and collaborative way. • Fully comfortable with a hybrid working model • Ability to deliver excellence for customers • Diligent • Attention to detail • Friendly and personable outlook

What is the candidate likely to be doing now?
<ul style="list-style-type: none"> • A similar role in training or customer service capacity