

Cobalt Energy Operational Services Ltd (CEOSL) – Job Specification

Job Title:	Group Training Administrator
Reporting to:	CEOSL Administration Manager
Responsible For:	None
Salary:	Up to £30,000
Location of Role:	Crown Street, Wolverhampton, WV1 1QB, with some home working by agreement, travel to the CEOSL operating sites/Head Office of Cobalt Energy as required.

Job Purpose:

The Group Training Administrator is responsible for administration of the training across the Cobalt Group of companies, including Cobalt Energy Limited (CEL) and Cobalt Energy Project Services Limited (CEPSL) as well as CEOSL. The primary focus will be on ensuring that all training activities are effectively organised and tracked ensuring project and operational sites are supported with training organisational matters.

The Group Training Administrator will also be required to provide assistance to the CEOSL Administration Manager, in completing administration tasks and activities as required, in support of the CEOSL Directors and Senior Managers.

Role and Responsibilities:

Training Administration

- Provide administrative training support, for the Cobalt Group of companies, including CEL and CEPSL with an approximate split of approximately 90% CEOSL and 10% CEL/CEPSL
- Manage and maintain the training calendar to capture all company training
- Book training sessions for employees in CEL ensuring it is in line with operational requirements
- Ensure that all training records, certificates and assessment documents are maintained accurately and distributed to relevant parties including Plant Admins
- Oversee the completion of the training matrices ensuring that each business area is up to date and training is being actively carried out in line with mandatory training requirements
- Ensure that all training matrices are available and up to date for line managers
- Provide administrative support for external and internal training in collaboration with line managers and relevant departments within the Group
- Manage the approved suppliers list for training providers in conjunction with managers
- Keep track of training gap analysis to aid the business in understanding where there are training needs and how they can be filled
- Coordinate courses between sites and Group and ensure a calendar invite is issued prior commencement of training, following up to ensure attendance
- Manage IHasco e-learning (or other platforms) including assigning courses, follow up with employees to complete courses and after 2 attempts escalating to the line manager
- Responsible for maintaining and updating the Training area and assisting with maintaining other areas in the CEOSL SharePoint site when necessary.

Collaboration with Plant/Technical Administrators

- Work closely with Plant/Technical Administrators to coordinate site specific training activities
- Ensure Plant/Technical Administrators receive regular updates regarding attendance of scheduled training

- Communicate training requirements, updates regarding changes to scheduled training to ensure smooth delivery of training at plant level
- Maintain a regular feedback loop with Plant/Technical Administrators to address any training gaps, missed sessions, or adjustments that may be required to align with plant operations
- Support Plant/Technical Administrators to track training participation and follow up on non-attendance of employees to courses to identify areas of improvement
- Provide monthly training reports to Plant/Technical Administrators and Senior Management highlighting completed training, non-attendance and reasons why and outstanding requirements
- Supporting the Plant/Technical Administrators to work within the Plant Managers training budget to ensure all training can be maintained inside budget constraints.

General Responsibilities

- Support the CEOSL Administration Manager as required on general administration tasks for the CEOSL business, including coverage of the function during periods of annual leave or sickness.
- Assist with audit inspections and preparations alongside the QHSE department
- Provide regular reporting on training delivered across departments, sites and the organisation highlighting trends or areas needing attention
- Booking any mandatory training requirements that may come up for CEL and CEP SL

Qualifications/Experience/Skills:

- Proficiency in Microsoft Office
- SharePoint administration and knowledge would be desirable.
- Excellent organisational and planning skills, including attention to detail
- Strong written communication skills
- Good Time Management, able to work to conflicting priorities that may arise
- Excellent IT skills
- Able to produce and run reports

Application details

Please send a cover email and CV to the Group HR department: hr@cobaltenergy.co.uk

We would politely request no agencies please; we do have existing arrangements with agencies who perform an excellent service, but we maintain several approaches to the recruitment of new staff, and we are not looking for any new agencies at this time.