

Training Profile

Training Position	Trainee IT Systems Training Administrator
Training Allowance/ Bursary	£ 17500 per annum, exempt from tax and NI deductions
Period of Training	12 months, subject to periodic reviews
Hours/Days Required	37 hours 5 days per week
Placement Organisation	Leeds Trinity University – Horsforth Leeds
Responsible to	Line manager & PATH Project Manager
How to Apply	Please send your CV with Cover Letter to info@pathyorkshire.co.uk
Closing Date	Friday 21st February 2025, 4pm

About the Placement Organisation

A small university with a big reputation. Leeds Trinity University are proud to offer a personal and inclusive university experience that gives every student the support to realise their potential. Our students say it, our alumni say it and our staff say it – you really are a name, not a number, at Leeds Trinity University. Located on a beautiful campus six miles from Leeds – one of the UK’s best student cities – we’ve been providing outstanding, student-centred higher education for more than 50 years.

Purpose of the Placement

To offer administrative support and training opportunities to university staff. The role supports and encourages colleagues to improve their digital skills proficiency and confidence. This is achieved via training opportunities, resource creation, sharing of best practices and keeping abreast of the ever-changing educational landscape. Additionally, it will expose you to new technologies, allowing you to become familiar with the tools, therefore improving your own confidence.

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Being able to work independently is key, proactively looking for new ways of inspiring colleagues and motivating staff to continually upskill themselves as digital skills evolve.

Effective communication is imperative, written and verbal forms of communication will be used heavily, delivering training, creating training resources and getting messages out to staff through various channels.

Taking ownership of administrative tasks will free up time for the IT Trainer to focus on the strategic objectives of the department.

Being confident enough to deliver some basic training sessions would allow the IT Trainer to spend time developing new training opportunities for staff.

Work Skills Development

- IT Training administration (updating training trackers, sending out feedback forms etc).
- Supporting staff DigiLearn completions (distributing resources, answering basic queries).
- Opportunity to shadow and potentially deliver basic training sessions.
- Assist with training resource creation.
- Digital confidence
- Working independently
- Effective communication
- Act as co-facilitator in online training sessions (e.g., managing the Q&A).
- Supporting the IT Trainer with departmental growth (expanding the resource offering on the training portal).
- Keep on top of emerging technological trends (webinars, MS Learn, LinkedIn Learning).
- Form cross departmental stakeholder relationships.
- Chance to act as a student rep for upcoming IT projects (e.g., accessibility, DEI, BDC).

Personal Development

- **Further training** and experiences may be gained as appropriate.
- Gain **Job Search** skills and Employability skills: training will be made available, and trainees are expected to attend.

SELECTION CRITERIA

The ESSENTIAL CRITERIA are those criteria that you must meet in order for you to be considered or given a chance for an interview.

The DESIRABLE CRITERIA are not necessary for you to meet but if you indeed do so, they can be considered an advantage that you have over other applicants who also met the essential criteria.

IMPORTANT: Use these selection criteria to guide your answers in the COMPETENCY STATEMENT section of the PATH Application Form.

KNOWLEDGE & EXPERIENCE	Essential Criteria	Desirable Criteria	Method of Assessment
An understanding of the importance of digital capability and confidence.	✓		Application/ Interview
Experience of working in an administrative role.		✓	Application
Experience of working within the HE sector.		✓	
SKILLS & COMPETENCIES	Essential Criteria	Desirable Criteria	Method of Assessment
Excellent communication skills (oral and written)	✓		Application/ Interview
Ability to create high quality support materials (presentations, posters, guides).	✓		Application
Able to work independently as well as an effective team member.	✓		Application
Experience of creating video guides.		✓	
Ability to build cross departmental working relationships.	✓		Interview
VALUES, BEHAVIOURS & KEY COMPETENCIES	Essential Criteria	Desirable Criteria	Method of Assessment
Role model of LTU values and demonstrate these within role.	✓		Application & Interview
Stay calm under pressure.	✓		Interview
Demonstrate a growth mindset.	✓		Interview
Stay up to date with emerging digital trends.	✓		Application/ Interview

Disclaimer

- Training Allowance is exempt from Tax and National Insurance.
- PATH internships are a work-based training/placement and not considered as employment.
- No job guarantee at the end of the placement period.

RISK ASSESSMENT OF THE TRAINING POSITION

A. CLIENT GROUPS, the trainee will work with

General Public

Factory Work

Other Agencies

Children

People with learning difficulties

Clients in their own home resident or hostel

B. PHYSICAL CONDITIONS:

1. Work is conducted in the main

Indoors

Outdoors

Sitting

Standing

Walking

Office Accommodation

2. The training will involve

Lone Working

Working out on the Estate

Working underground

Climbing

Working on the Counter

Working in Void Properties

Bending

Manual Handling tasks

Working in confined spaces

Stretching

Working at Heights

Contact with discarded needles

Driving

Potentially working in a smoking environment

Cash Handling

Use of Display Screen Equipment

C. CONTROLS TO MINIMISE HAZARDS

The following specialist equipment will be provided for the traineeship.

Personal Protective Equipment	n/a
Protective Clothing	n/a
Type of Vehicle (other than car)	n/a
Other equipment used	n/a

To control the hazards identified by this assessment, we are committed to providing Induction Health & Safety training plus further detailed training as appropriate to the post.

We want all our trainees to work in safe and healthy conditions. In accordance with health and safety legislation – all trainees have a duty to act responsibly and to do everything they can to prevent injury and ill health to themselves, work colleagues and others.