



Context Sheet to accompany generic role profile

Associated role profile:	Personal Assistant - HR
Department:	L&D (HR)
Additional Information:	Location: Monks Wood

Scope of activity

- Undertake a range of administrative tasks, some of which may be complex in nature, to support the L&D function e.g.
 - Planning of training activities
 - Managing locker key distribution and quality assurance
 - Health and Safety coordination
- To take responsibility for the provision / maintenance of a range of L&D resources e.g.
 - Training materials / supplies
 - Facilities / Classrooms
 - Equipment / vehicles
 - Suppliers / contracts / licenses etc.
 - Information (intranet / service point etc.)

Training Requirements

The post holder will be expected to undertake necessary training/coaching in accordance with the role. If particular training is required, please detail below:-

- N/A

Please note that this list is designed to assist the post holder with a greater understanding of what is expected within the role. Hertfordshire Constabulary may ask the post holder to undertake other duties as required which are not necessarily specified above but are commensurate with the grade of the post. It may be amended from time to time within the scope and general level of responsibility attached to the role.

Any other General Requirements/Scope

- Competent in providing business support on a range of activities.
- The post holder may on occasion be required to work in different locations, e.g. attending meetings.
- The post holder will need to have the ability to travel around the county & business insurance will need to be organised by the individual if using their own vehicle.