

Job Description – Training and Compliance Administrator

About Toppesfield

Founded by Chairman Matthew Pryor in 2004, Toppesfield has grown from strength to strength and has risen to its current position as the UK's largest independent surfacing contractor. Delivering projects nationwide, Toppesfield is the first name in surfacing, no matter what the size, sector, or location.

Here at Toppesfield, our goal is to continually raise the benchmark for surfacing and associated services to the highest possible standard, thereby enhancing our position as contractor for choice for all surfacing works. We have created 300 jobs, established seven regional offices and achieving an estimated turnover of £100 million and pride ourselves on the impeccable standards of workmanship that has delivered year on year growth.

Role description:

To facilitate the Operational NVQ training and provide administrative and operational support to the SHEQ department.

Responsibilities:

- Liaise with the operations team to ensure personnel are made available for training and assessment*
- Maintain data base of employees undertaking NVQs either plant, operative or supervisor.*
- Ensure the plant operatives complete required plant NVQ within 3 years of initial plant ticket registration.*
- Liaise with NVQ assessor to ensure any additional supporting documentation / information is provided.*
- Liaise with gang foremen and operatives to advice on points of contact for NVQ assessor and any additional information required.*
- Liaise with logistic team to ensure appropriate plant on site when required for assessment.*
- Request registration documentation from NVQ assessment company to enable either CPCS/NPORS to be extended to three years as required.*
- Update training matrix with completed NVQs and update employee files.*
- Apply for CITB grant claims when NVQs completed and check to ensure they are received.*
- Assist with the organisation of safety critical medicals*
- Facilitate clients on-line induction training*

- *Input training onto the database and keep the database up to date*
- *Carryout daily audit of daily job briefing and daily defect report returns*

You will have:

- *A Full Driving Licence*

Our Benefits:

- *25 days Annual Leave + Bank Holidays.*
- *Employee Referral Scheme*
- *Employee Assistance Programme*
- *Employee Volunteering Programme*
- *Annual Leave Purchase Scheme*
- *Enhanced Maternity/ Paternity / Adoption Leave*
- *Learning and development opportunities.*
- *Supportive working culture and future progression opportunities*
- *Cycle to Work Scheme*
- *Bonus Scheme*
- *Birthday Bonus*
- *Discount Portal*
- *Company Social Events*

How to Apply

Our company offers a competitive salary and benefits package.

To find out more about our company please visit our website www.toppesfield.com, and to apply please email a copy of your CV and brief covering letter to [careers \(@\) toppesfield .com](mailto:careers@toppesfield.com) or contact Human Resources.

Job Types: Full-time, Permanent