

Job description

<p>Job title</p> <p>Learning and Development Administrator</p>	<p>Department</p> <p>Human Resources</p>
<p>Reporting to</p> <p>Celine Fontaine, Regional Head of learning and development Asia</p>	<p>Location</p> <p>18th floor, United Centre 95 Queensway</p>

About the firm



170+
Partners



1000+
People
worldwide



10
Offices

Stephenson Harwood is a law firm (headquarters in London) where our people are committed to achieving the goals of our clients - listed and private companies, institutions and individuals. Our diverse mix of expertise and culture results in a combination of deep local insight and the capability to provide a seamless international service.

Our experience encompasses corporate, commercial litigation and arbitration, employment and pensions, finance, marine and international trade and real estate.

We assemble teams of bright thinkers to match our clients' needs and give the right advice from the right person at the right time. Dedicating the highest calibre of legal talent to overcome the most complex issues, we deliver pragmatic, expert advice that is set squarely in the real world.

Stephenson Harwood is fully committed to ensuring that all employees are treated fairly and with dignity and respect and has built a culture that values meritocracy, openness, fairness and transparency. The firm values individuality and recognises the benefits of having a diverse workforce.

Our values



Individuality

We encourage creativity and develop talent.



Commitment

To be the best and deliver the highest standard.



Teamwork

We work together to build close, long-term relationships



Straight talking

We say what we mean and do what we say.

These values express the personality of our firm. They are the behaviours we encourage in our people and the standards which inform our decisions and actions.

Our vision to 2021

To be a successful, independent firm, where talented people work together in an entrepreneurial environment, building long term client relationships.

This vision is about who we want to be. It is as much about our values as about our character – the attributes we want to see from all of our people. It also reflects the importance of remaining independent - a clear sign that we are confident in our own future.

Team structure

The Asia Learning & Development (L&D) team will comprise three people: the Regional Head of L&D Asia (based in Singapore); an L&D Manager (based in Hong Kong) and this role. We also have a Head of L&D; two L&D Managers, one L&D Advisor and one L&D Assistant as part of our global team who are based in London.

The Asia L&D team is responsible for the effective management of all matters concerning the development of people within Stephenson Harwood across Asia.

We have two main offices in Asia located in Hong Kong and Singapore, three smaller offices in China, one in Seoul and one in Myanmar.

Main responsibilities

L&D Administrator is a key member of the L&D team. This varied role will primarily support the Regional Head of L&D and the Regional L&D Manager in the provision of a consistently high level, seamless service to our client bases (e.g. fee-earners and business services). The Administrator will do this through, primarily, supporting the administration, organisation, coordination and liaison involved with all our core development programmes. S/he will also be involved in cross-departmental and firm-wide liaison on training administration matters and will oversee some firm-wide regulatory and administrative activities.

Examples of specific tasks and activities:

- Administrating, organising and coordinating development programmes
- Managing the learning management system (LMS) (e.g. inputting data, running reports)
- Managing the Learning and Development calendar and programme of events
- Budget and invoicing (e.g. processing invoices and expenses, monitoring budget)
- Managing and updating the Learning & Development section of Intranet
- Dealing with queries on Hong Kong and Singapore Continuing Professional Development and England & Wales Continuing competence regime requirements
- Other activities can include:
 - Coordinating team diaries and scheduling training as required
 - Interfacing with various client groups, in particular the IT team, Reception and Office Facilities team
 - General administration e.g. typing feedback reports and correspondence
 - Involvement in administrative support to team wide projects as needed

This is an exciting time for L&D at the firm and we look forward to the right candidate joining us.

Requirements

Ideally, the candidate will have proven track record and experience (or very strong potential) within an administrative role to include the following skills and attributes.

Skills:

- Excellent administrative, organisational, planning and coordination skills – able to plan, prioritise, respond and adapt proactively to changing deadlines and demands
- Management of multiple mailboxes and team diaries
- Event planning and coordination
- Excellent verbal and written communication skills – articulate and able to communicate with all levels and via different media
- Excellent IT Skills – Word, PowerPoint, Excel and database use
- Strong accuracy and eye for detail
- Interest in and use of learning technologies
- Overall able to provide a high level of service to the team and our internal clients
- Fluent in English and Cantonese

Attributes:

- Professional, confident and resilient – able to handle pressure effectively
- Can-do and positive attitude
- Approachable and able to build rapport quickly with all levels of staff across the firm – empathetic and people centric
- Able to work as part of a team or on their own
- Proactive manner and approach to all work and communication
- Able to use own initiative, review working practices and come up with fresh ideas
- Motivated by and interested in people and the HR and L&D agenda
- Pride in their work and personal drive/initiative to achieve excellence in their role and the smooth running of the administration within the L&D team

This job description is indicative only and does not represent an exhaustive list of responsibilities. The firm reserves the right to alter or change the responsibilities at any time, in line with the firm's strategy and business needs.