



Our Values: Caring, Safe, Professional



HR & Training Senior Advisor

£38,000 - £40,000 pa, depending on experience

Watford, Herts

We are currently looking for a HR & Training Senior Advisor to support the Head of HR in the delivery of a professional HR support service and the training strategy. The role will focus on employee relations and administration to the business, and building effective working relationships with managers, employees and workers at all levels. The HR & Training Senior Advisor will also be responsible for all training activities, including needs analysis, sourcing training providers, delivery of some in-house training, and for the management of the CSP Accredited Training Centre.

The ideal candidate will have previous experience of working in an operational environment, or in a Head Office team, and will ideally have staff management experience and have worked previously with online learning systems. They will also have good attention to detail and be confident in communicating with people across the organisation.

This is an exciting time to be joining CSP as the company strives towards operational excellence and works on ambitious plans for growth. This role will develop and grow as the company grows and we are seeking a candidate with the potential to progress into a more senior role, in line with that vision.

This is a full-time, permanent role based at the Head Office in Watford.

A full job description is available [here](#).

What you will be doing as a HR & Training Senior Advisor at CSP

- Develop effective working relationships with Heads of Department, managers and colleagues across the business
- Provide support to the business relating to employee relations issues
- Support the Head of HR & Training with change management initiatives and in developing the CSP EVP
- Recommendation and, where appropriate, delivery of training solutions to support the organisational requirements using appropriate solutions and providers
- Day to day running of the CSP Accredited Training Centre
- Responsible for the administration of an online CSP learning system and that all training materials are kept up to date and compliant.

What we need from you as a HR & Training Senior Advisor at CSP

- A degree-standard education
- Membership of the CIPD or equivalent professional body, ideally at Level 5 (or actively working towards it)
- Experience of working with online learning systems; and with an HRIS, ideally CiPHR
- A training qualification (Desirable)
- An understanding of the Apprenticeship Levy rules.

What CSP can offer you as a HR & Training Senior Advisor at CSP

- A competitive salary
- A 37.5 hour working week
- Up to 25 days' holiday (pro-rata – after qualifying service) plus Bank/Public Holidays
- Pension scheme with excellent employer contribution
- Private Medical Insurance (after a qualifying period)
- Life insurance at 4x salary
- Access to salary sacrifice schemes
- A range of valuable medical and practical support services through an external Employee Assistance provider
- Support with professional development.

About CSP

CSP stands for The Combined Services Provider. It also stands for Caring, Safe, Professional, representing our Values. We specialise in providing services to venues and static sites including Car Parking, Internal and External Traffic Management, HVM (Hostile Vehicle Mitigation) solutions, Security, Stewarding, Cash & Audit and Consultancy services. Whilst our range of services has grown, Car Parking/Traffic Management, HVM, and Security/Stewarding represent our core areas of expertise.

CSP strives to be an equal opportunities employer.

Vacancy details

Salary: £38,000 - £40,000, depending on experience

Location: Head Office at Watford

If you think you are suitable for this HR & Training Senior Advisor position, please apply now by sending a copy of your CV to HR@gotocsp.com by midnight on Wednesday 17th July 2024.

