

### **Job Description**

Job Title:	Talent Development Partner
Faculty/Professional Directorate:	People and Organisational Development
Subject Group/Team:	Organisational Development
Reporting to:	Head of Talent & Development
Duration:	Continuing
Job Family:	HR and Welfare
Pay Band:	Band 7
Benchmark Profile:	Specialist (HR) Band 7
DBS Disclosure requirement:	N/A
Vacancy Reference:	N/A

### **Details Specific to the Post**

#### **Background and Context**

The People & Organisational Development Directorate offers strategic and operational support to the University's management and staff on all aspects of HR and OD which underpin organisational strategies, structures, systems, skills and performance. The key objective of the service is to deliver an integrated approach to Human Resource Management and Organisational Development across the University based on insights, strategy and solutions. The HR and OD Partnering Service leads specifically on areas such as employee relations, resourcing, workforce planning, organisational design and development, people management, equality, diversity and inclusion and wellbeing.

The University has embarked on an ambitious programme of change which will have a significant impact on staff and the engagement of staff with this programme is key to its success. The HR & OD Directorate has a major role in leading and implementing the Change Agenda.

## **Specific Duties and Responsibilities of the post**

Our workforce is diverse, and so are the skills they need. We have everything from accountants, to lecturers, to sports specialists, to internationally recognised professors, and everything in-between. Working within or Organisational Development department, our Talent team oversee the planning and delivery of that talent, whether it's high-volume recruitment, working with recruitment agencies to find specialists, developing skills within our existing workforce, or developing new skills for future job roles. Consisting of a combination of talent acquisition and talent development specialists, the team works closely with department heads, HR Business Partners, and HR Data specialists to plan solutions to immediate and emerging talent gaps.

The role holder will:

- Project manage the activities and projects required to support the team's talent strategies for diverse business areas.
- Be a talent subject-matter-expert, being able to provide best practice and advice on a range of talent interventions such as resourcing, development, re-skilling, academic development, and public-funded initiatives such as apprenticeships.
- Perform skills and performance diagnostics with HR Business Partners to identify local and organisational requirements. This might be a combination of talent acquisition, development, talent mobility, and organisational design needs.
- Collaborate with business units and HR Business Partners to plan both local and organisational interventions. This is likely to be a combination of attended workshops, high-volume resourcing, coaching, mentoring, online learning, and public-funded initiatives.
- Consult on organisational design needs where appropriate, ensuring the right talent is in the right places, and in the right quantity or quality.
- Collaborate with recruitment agencies, independent training providers, and other third parties to broken either Talent Acquisition or Talent Development solutions for business units.
- Contract manage third party organisations such as recruitment agencies or independent training providers.
- Improve access to jobs and skills, and deliver increasing levels of equity and diversity to different job roles.
- Develop leadership capability and talent, facilitating opportunities for our leadership teams to develop, plan, and problem-solve together.
- Develop bespoke learning content to develop capability and talent, which might be across different medias or methods such as attended workshops, or digital learning.

- Where bespoke learning content has been built, facilitate in attended workshops or plan an alternative facilitation method (e.g. train-the-trainer, third-party facilitators, or digital facilitators).
- Lead and manage communication campaigns to spotlight Talent, collaborating with local stakeholders such as Internal Communications, Marketing, and Culture & Engagement.
- Design and procure, implement, and manage digital content. This might be a combination of gamification, off-the-shelf learning packages, or custom-built content or SCORM packages.
- Manage and maintain the systems that manages our talent interventions, including ATS, LMS, .Gov systems, and off-the-shelf learning catalogues (e.g. Linked-In).
- Quality manage interventions, using metrics and working closely with our HR Data team where required.
- Make innovative use of technologies to further the colleague experience with regards to talent. This might include use of AI, AR, or gamification.

## GENERIC JOB DESCRIPTION

The job duties and responsibilities listed below are intended to describe the general nature of the role. The duties and responsibilities and the balance between the elements in the role may change or vary over time depending on the specific needs at a specific point in time or due to changing needs in the department. Candidates should note that there may not be an immediate requirement to carry out all the activities listed below.

### Overall Purpose of the Role

- The role holder:
  - Will provide HR advice and/or support, directly or indirectly, to faculty and/or department based upon a full understanding of a professional or specialised area of work.
  - Will have gained a professional qualification (or are working towards) and/or vocational or professional experience.
  - Will be expected to contribute to longer term developments within the faculty/department by giving advice and specialist support.
  - May lead a team within the department and/or in project activity and plan, prioritise and monitor to ensure effective use of resources.
  - Will influence decisions or events by working collaboratively internally and externally to the University.
  - Will evaluate and analyse information and use initiative and creativity to solve non standard problems.

### Main Work Activities

#### Communication

- Provide advice and guidance of a specialist nature to managers, staff, students and visitors.
- Deliver established presentations to communicate information across Faculty/Dept/University
- Attend meetings to report on information/data.
- Take notes and produce formal minutes at meetings when required.
- Format and edit publications.
- Draft formal documentation.
- Compile procedural manuals and other University documentation.

#### Teamwork

- May be required to supervise the work of others.
- Provides advice and guidance to other members of the team.

#### Liaison and Networking

- Proactively develop and maintain internal and external contacts to benefit the University which will include:
  - Assist with maintaining and developing good relations with the University's recognised trades unions and to engage, as appropriate, in effective discussion and consultation relating to case work.

#### Service Delivery

- With guidance and support from more senior colleagues, work proactively with managers and staff across the University on all aspects of HR policy, procedure and practice, providing advice and appropriate recommendations to managers and staff on HR policies and procedures in the context of employment legislation, statutory codes of practice, rules and guidelines determined nationally, local regulations and procedures and good employment practice generally, managing individual cases as required.
- Provide specialist HR support to colleagues including academic and administrative staff

- Contribute to projects led by senior colleagues.
- Assist and maintain systems and processes to ensure effective delivery of the service.
- Contribute to the further development and implementation of the University's HR and related policies. To advise and help managers and staff comply with the policies and procedures and to help monitor their operation.

#### **Planning and Organisation**

- Contribute to the work of annual salary and promotion reviews. To assist with job gradings in the context of general role analysis exercises and arising from changes of job content within approved criteria and procedures.
- May be expected to plan and monitor the work of others.
- Co-ordinate departmental processes in conjunction with senior colleagues.
- Organise, prepare and service committees as appropriate.
- Contribute to the longer term operational planning of the Faculty/Department.

#### **Analysis/Reporting**

- Analyse qualitative and quantitative data producing draft reports identifying key issues that inform management interventions. Formulate recommendations and provide advice on the implications of the data.

#### **Training/Learning Support**

- Contribute as appropriate to the development and training of staff, including giving presentations as required to staff and managers to ensure understanding on policy, HR updates and procedural changes.

#### **Additionally the post holder will be required to:**

- Fulfil the employees' duties described in the University's health and safety policies and co-operate with the health and safety arrangements in place within the department. May be required to undertake specific health and safety roles on request e.g. Display screen equipment assessor, departmental safety officer, fire warden
- Show a commitment to diversity, equal opportunities and anti-discriminatory practices This includes undertaking mandatory equality and diversity training
- Comply with University regulations, policies and procedures

## COMPETENCY SPECIFICATION

To fulfil your role, you will need certain knowledge, skills and competencies. The following competency specification provides a framework within which your performance will be assessed. The interview assessment may include, for example, testing on IT skills.

**The Competencies set out below are essential and are core requirements** needed to perform the role and any candidate who fails the requirement will not be taken forward for further assessment or to interview.

Competency	Identified by
<b>Knowledge and Experience</b>	
Can demonstrate a full understanding of a professional or specialised area of work.	<b>Application/Interview</b>
Has CPP qualification and is progressing well towards completing a professional/graduate HR related qualification.	<b>Application/Interview</b>
Has an understanding and awareness of employment legislation and how it is applied in practice.	<b>Application/Interview</b>
Can demonstrate up to date knowledge of HR practice and case law developed through continuing professional development.	<b>Application/Interview</b>
Has experience of using HR systems and IT office software, MS Office, HR databases, spreadsheets, producing reports for information and monitoring purposes.	<b>Application/Interview</b>
Has an active approach to continuing professional development/undertaking training as appropriate for personal and professional development.	<b>Application/Interview</b>
<b>Communication (Oral and Written)</b>	
Can demonstrate the ability to provide information in a suitable format so that the others' needs are met and adjusts the level of content to help others understand.	<b>Application/Interview</b>
<b>Teamwork and Motivation</b>	
Can demonstrate the ability to delegate work to others and/or help to build co-operation to deliver team results.	<b>Application/Interview</b>
<b>Liaison and Networking</b>	
Can demonstrate the ability to work across the University and/or externally to build and strengthen working relationships. Actively pursues a shared interest and works jointly to influence events and decisions.	<b>Application/Interview</b>
<b>Service Delivery</b>	
Can demonstrate the ability to seek ways to improve and adjust current	<b>Application/Interview</b>

levels of service. Deals with complaints and initiates contact with customers to obtain their reactions and views about the service and future needs.

### **Decision Making**

Can demonstrate the ability to consider the impact on the Faculty/Service. Knows where a decision is beyond their responsibility and refers to others.

### **Planning and Organisation**

Can demonstrate the ability to ensure that the work is carried out effectively and that resources are available to meet demand. Identifies the need for further action and resources by monitoring progress.

**Application/Interview**

### **Initiative and Problem Solving**

Can demonstrate the ability to investigate problems to identify their cause, takes action to prevent recurrence of problems and considers possible solutions to identify those which offer wider benefits.

**Application/Interview**

### **Analysis/Reporting**

Can demonstrate the ability to select appropriate methods for data gathering and analysis. Gathers data thoroughly and accurately and subjects it to rigorous analysis. Obtains additional data if required.

**Application/Interview**

### **Pastoral Care**

Deals with difficult situations or confidential matters, according to policy and procedures. Involves others or refers elsewhere for assistance if the situation becomes more complex and if additional help or information is required.

**Application/Interview**