## Job Related Information

This document includes information about the role for which you are applying and the information you will need to provide with your application.

### 1. Role Details

<table>
<thead>
<tr>
<th>Vacancy reference</th>
<th>14126</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Job title:</strong></td>
<td>Senior Talent Adviser x 2</td>
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<tr>
<td><strong>Reports to:</strong></td>
<td>Strategic Talent Manager</td>
</tr>
<tr>
<td><strong>Salary:</strong></td>
<td>£32,548 to £38,833 per annum</td>
</tr>
<tr>
<td><strong>Terms and conditions:</strong></td>
<td>Academic-Related</td>
</tr>
<tr>
<td><strong>Grade</strong></td>
<td>G7</td>
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<tr>
<td><strong>Duration of post:</strong></td>
<td>Permanent</td>
</tr>
<tr>
<td><strong>Working hours:</strong></td>
<td>37 hours per week</td>
</tr>
<tr>
<td><strong>Location:</strong></td>
<td>Milton Keynes</td>
</tr>
<tr>
<td><strong>Closing date:</strong></td>
<td>Noon, Friday 17 November 2017</td>
</tr>
<tr>
<td><strong>Type of application form accepted:</strong></td>
<td>Long version and a covering letter in which you set out precisely the evidence of how you meet the person specification (addressing each element in turn) and what you can bring to this post. Please specify which of the two specialist areas you would like to apply for (Strategic Leadership or Early Talent)</td>
</tr>
<tr>
<td><strong>Number of referees required:</strong></td>
<td>Two</td>
</tr>
<tr>
<td><strong>Unit recruitment contact:</strong></td>
<td>Linda Jermy</td>
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</table>
2. Summary of duties

**MAIN PURPOSE**

The Strategic Talent team is part of the Talent and Development area of expertise in Human Resources. The team has accountability for building diverse and sustainable talent solutions in alignment with the HR strategy and the people and capability agenda. As an area of expertise, they will ensure an expert, high impact service is delivered across its talent priorities. The Senior Talent Adviser will develop, implement and embed practices and programmes that support the development and progression of our people in order to meet the future and changing University needs. This includes Strategic Leadership Development, Succession and Strategic Resource planning, Early Talent (e.g. apprenticeships and graduate schemes) and Coaching.

1. Contribute to the University Talent Strategy and translate into an operational plan

   e.g.

   - Work with the Strategic Talent Manager to set the University wide strategy for talent, through proactively researching both tangible and intangible workforce information and business intelligence (metrics and external scanning and benchmarking).
   - Translate the overall strategy into operational plans and projects to be delivered across the University to meet the strategic priorities.
   - Undertake detailed research and benchmarking activities to continuously evolve and develop plans to ensure initiatives meet the changing needs of the University and best practice.
   - Proactively manage the performance and development of the Talent Coordinator(s), to ensure delivery of the strategy.

2. Manage Projects and Programmes effectively from conception to evaluation

   e.g. Diagnose, design, implement and evaluate cost effective, high impact talent planning and development initiatives that meet individual and University strategic needs.

3. Manage and develop suppliers efficiently and effectively and manage associated budgets and KPIs

   e.g. Identify and manage preferred suppliers (internal and external), ensuring KPIs are agreed and measured effectively and ensure implementations are supported by, efficient and effective business processes.

4. Manage the governance for talent initiatives by developing related policies and procedures

   e.g. Navigate and assess requirements, collaborating with Areas of Expertise to develop and implement related policies and procedures. For example, employment terms and conditions and reward.

5. Collate, analyse, assess and present talent data to report back on results and make recommendations on improvements and future initiatives

   e.g.

   - Prepare and present evidence based business reports.
   - Undertake regular monitoring.
   - Contribute to, and report on Management Information and Key Performance Indicator data. Maintain and update records.

6. Create, develop and test support, guidance and marketing materials required for the successful implementation initiatives and projects

   e.g.

   - Identify and match a range of approaches and media to deliver the specific outcomes required for
the organisation and the audiences.

- Ensure materials are fit for purpose and targeted to the specific audience.

7. Be the subject matter expert and maintain high standards and currency of knowledge in the field of talent best practice and development

e.g.

- Act as a trusted advisor and consultant to internal customers to inspire active engagement with talent initiatives.
- Work with key stakeholders to articulate requirements and deliver solutions.

The role holder will specialise in one of the following fields within the team (but may be required to deliver other areas), specialist areas include:

**Strategic Leadership Development**: Engage with key stakeholders to manage, design and deliver a range of leadership development approaches and programmes to enable effective University leadership today and in the future.

**Early Talent Programmes**: Ensure the University early talent strategy, for example, graduate and apprenticeship programmes, are fit for purpose in terms of both strategic organisation needs and the apprentice levy. Ensure HR policies, procedures, guidance and toolkits are in place to support HR Business Partners and Areas of Expertise, in utilising targeted schemes.

8. Lead and manage Talent Coordinator(s) and actively contribute to the work of the Strategic Talent Team

e.g. Provide support and advice to other areas and projects as may be determined and agreed by the Strategic Talent Manager.

9. All team members are expected to:-

- Undertake any other duties which may be reasonably required;
- Take reasonable care of the Health and Safety of themselves and that of any other person who may be affected by your acts or omissions at work;
- Demonstrate a strong commitment to the principles and practice of equality and diversity.

3. Person specification

<table>
<thead>
<tr>
<th>Requirements (E = Essential/ D = Desirable)</th>
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</table>

**Education, qualifications and training**

**Essential**

- Degree in a relevant field or extensive relevant experience.
- Evidence of an active commitment to continuous professional development within the Talent and Development field, e.g. business, leadership, talent planning and development contexts.

**Desirable**

- Post graduate qualification in leadership, business, talent, strategic HR or equivalent.
- Project management qualification or relevant experience.
- Qualified in psychometric testing.
- Intermediate CIPD certificate in Learning and Development practice or equivalent experience.

### Knowledge, work and other relevant experience

**Essential:**
- Experience translating business strategy into clearly defined operational plans and projects designed to achieve the strategy.
- Experience developing key performance indicators designed to measure impact.
- Extensive experience managing multiple complex, organisation wide projects or programmes of work, prioritising and delivering a number of concurrent measurable to deadlines.
- Experience consulting at a high level with excellent and proactive stakeholder engagement and influencing skills to gain credibility quickly.
- Experience researching and benchmarking to develop recommendations.
- Expertise working in a Talent and Development role, operating with a high degree of autonomy within a regulated procedural context.
- High level of accuracy and attention to detail.

**Desirable:**
- Experience of working in Higher Education and Commercial sectors.
- Experience in designing and utilising talent tools and assessments.
- Experience of designing and organising assessment centres.
- Experience of working in a unionised environment.
- Experience of working across stakeholders to deliver successful talent initiatives.
- Experience of managing budgets, external suppliers and commercial contracts.

### Personal abilities and qualities

**Essential:**
- Subject matter expert with knowledge and experience with models, approaches and practice.
- Well-developed business and commercial acumen.
- Ability to navigate and deal with change and ambiguity constructively, making positive use of the opportunities it presents, responding flexibly to changing needs and strategic priorities.
- Excellent written and verbal communication skills with the ability to present information to key stakeholders in a logical manner across all levels.
- Confident presenter with strong presentation skills.
- Results orientated. Demonstrates tenacity when faced with pressure or setbacks in order
to deliver a successful resolution. Resilient, remaining resourceful and creative in the face of constraints.

- Excellent and proactive stakeholder engagement and influencing skills.
- Proven record of taking initiative, acting with confidence and ability to work under own direction. Works effectively within a team and under own direction.
- Excellent data manipulation and analytical skills, including synthesis and assessment of qualitative and quantitative data. Ability to assimilate data from a range of sources, critically evaluate, identify key themes, and assess impact and relevance of concepts and tools.
- Considers and respects the ideas, circumstances and feelings of others. Treats everyone with fairness and respect, adhering to the principles of diversity and inclusion.

<table>
<thead>
<tr>
<th>Role specialism</th>
<th>On this occasion we are recruiting to two posts, one playing a key role in Strategic Leadership Development, the second a key role in Early Talent Programmes</th>
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<tbody>
<tr>
<td>Strategic Leadership Development</td>
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<tr>
<td>Essential:</td>
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<tr>
<td>- Established line management experience, leading people and teams.</td>
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<tr>
<td>- Experience of learning needs analysis, development design, delivery methods and evaluation.</td>
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<tr>
<td>- Experience of using a range of development methods across the 70:20:10 approach, including facilitation, on-the job learning, experiential learning, and blended learning.</td>
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<tr>
<td>Desirable:</td>
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<tr>
<td>- Experience of engaging and developing leaders to deliver transformational organisation-wide change.</td>
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<tr>
<td>- Experience of designing delivering and evaluating organisation specific leadership talent development programmes.</td>
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<tr>
<td>- High level of facilitation and development skills, including at the most senior levels.</td>
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<tr>
<td>Early Talent Programmes</td>
<td></td>
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<tr>
<td>Essential:</td>
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<tr>
<td>- Demonstrable expertise in identifying and implementing creative ways of attracting and engaging the best talent.</td>
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<tr>
<td>Desirable:</td>
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<tr>
<td>- Experience of developing organisation strategies to support targeted succession for early careers.</td>
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<tr>
<td>- Experience of implementing and managing an internal targeted apprenticeship and graduate scheme to meet priority workforce needs.</td>
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<tr>
<td>- Experience of organisational planning and skills analysis.</td>
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4. Role specific requirements e.g. Shift working
Ability to travel to Regional and National Offices (including overnight stay when required).

5. About the unit/department

HR is committed to providing the University with high quality business focused and strategic support to all units and faculties. We achieve this through our HR Delivery team working together with our areas of expertise: Rewards, Benefits and Performance; Strategic Employee Relations and Engagement; and Talent and Development. Further details of these areas of expertise are:

Reward, Benefits & Performance

The Reward, Benefits and Performance Area of Expertise develops and manages the University’s HR Reward, Benefits and Performance strategies to ensure that it has best practice frameworks to deliver the Student’s First Strategy. The Area of Expertise comprises of 3 areas:

- There is the newly created Reward team where the focus is on developing the University’s Reward and Benefits strategy and approach
- The HR Policy team reviews and develops current and new HR policies to support the strategic aims of the University
- The HR MI and Systems team which provides support on the HR systems and the provision of HR insight and analytics across HR and the University

Strategic HR, Employee Relations and Engagement

The Strategic HR, Employee Relations and Engagement Area of Expertise develops and implements organisational industrial relations and engagement strategies that enable the organisation to become an employer of choice and a great place to work.

The main focus areas include:

- Working with leaders and managers in partnership with recognised trade unions to enable institutional agility and success.
- Ensuring staff are listened to and have the opportunity to have their say, through engagement surveys and other initiatives, and that they are able to contribute their ideas to make the workplace even better.
- Taking a lead role in HR on institutional projects such as the Academic Strategy and representing the People Services contribution to the University’s commitment and objectives around Equality, Diversity and Inclusion, and Wellbeing

Talent and Development:

The Talent and Development area of expertise delivers an expert, high impact service across its talent and development priorities ensuring the University fully utilises the capabilities and potential of its people. The area leads a consistent and innovative University approach to talent practices, talent development and key learning and development to build the capabilities and careers of all our people.

6. How to obtain more information about the role or application process

If you would like to discuss the particulars of this role before making an application please contact Cathy Kounous on 01908 652413 or email cathy.kounous@open.ac.uk.

If you have any questions regarding the application process please contact Linda Jermy on 01908 652959 or email: Human-Resources-Opportunities@open.ac.uk.
7. The application process and where to send completed applications

Please ensure that your application reaches the University by: Noon, Friday 17 November 2017

Post it to:

Name/Job title: Linda Jermy, Recruitment Co-ordinator

Department/Unit: Human Resources

Address: PO Box 75, Walton Hall, Milton Keynes

Post Code: MK7 6AL

Or e-mail your application to: Human-Resources-Opportunities@open.ac.uk

8. Selection process and date of interview

The interview panel will be chaired by: Catherine Kounous, Strategic Talent Manager, Talent and Development, Human Resources

The other members of the interview panel will be:

Carolyn Buckby, Head of Strategic HR, ER and Engagement, Human Resources
Suzanne King, Head of Strategy, Finance and Resources, External Engagement, Business Development Unit
Paul Catley, Head of School, Faculty of Business and Law, The OU Law School

The interviews will take place on: Early December 2017

The selection process for this post will include TBC

We will let you know as soon as possible after the closing date whether you have been shortlisted for interview. Further details on the selection process will also be sent to shortlisted candidates.

Applications received after the closing date will not be accepted.