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>14341</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job title:</td>
<td>Senior Talent Adviser (Early Talent)</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Strategic Talent Manager</td>
</tr>
<tr>
<td>Salary:</td>
<td>£32,548 to £38,833 per annum</td>
</tr>
<tr>
<td>Terms and conditions:</td>
<td>Academic-Related</td>
</tr>
<tr>
<td>Grade</td>
<td>G7</td>
</tr>
<tr>
<td>Duration of post:</td>
<td>Permanent</td>
</tr>
<tr>
<td>Working hours:</td>
<td>37 hours per week</td>
</tr>
<tr>
<td>Location:</td>
<td>Milton Keynes</td>
</tr>
<tr>
<td>Closing date:</td>
<td>Noon 2 February 2018</td>
</tr>
<tr>
<td>Type of application form accepted:</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. <strong>Without this document the panel will not be able to shortlist you</strong></td>
</tr>
<tr>
<td>Number of referees required:</td>
<td>Two</td>
</tr>
<tr>
<td>Unit recruitment contact:</td>
<td>Helen Horwood</td>
</tr>
</tbody>
</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 Early Talent Programmes and will be required to support and cover our wider talent agenda:

**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.

**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.

**Coaching and Mentoring Development**: Lead the development and delivery of coaching and mentoring capability within the University, growing and managing the current coaching service, and championing the benefits of coaching and mentoring. Includes, leading and managing internal and external coaches.

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

**Requirements**

**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.

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 HR, Talent or Learning 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 implementing and managing an internal targeted apprenticeship and graduate scheme to meet priority workforce needs.
- Experience of developing organisation strategies to support targeted succession for early careers.
- Experience in designing and utilising talent tools and assessments.
- 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; demonstrable deep knowledge of Early Talent approaches including apprenticeship and funding.
- 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.

**Desirable:**

- Demonstrable knowledge and understanding of best practice in identifying and implementing creative ways of attracting and engaging the best talent.

4. **Role specific requirements e.g. Shift working**

Ability to travel to national offices (including overnight stay when required).

5. **About the unit/department**

Human Resources (HR) has around 73 staff who work in the different sections of HR.

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 Helen Horwood on 01908 653948 or email: Human-Resources-Opportunities@open.ac.uk

7. **The application process and where to send completed applications**

<table>
<thead>
<tr>
<th>Please ensure that your application reaches the University by:</th>
<th>Noon 2 February 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post it to:</td>
<td>The Open University</td>
</tr>
<tr>
<td>Name/Job title:</td>
<td>Helen Horwood, Recruitment Co-ordinator</td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>-----------------------------------------</td>
</tr>
<tr>
<td>Department/Unit:</td>
<td>Human Resources</td>
</tr>
<tr>
<td>Address:</td>
<td>PO Box 75, Walton Hall, Milton Keynes</td>
</tr>
<tr>
<td>Post Code:</td>
<td>MK7 6AL</td>
</tr>
<tr>
<td>Or e-mail your application to:</td>
<td><a href="mailto:Human-Resources-Opportunities@open.ac.uk">Human-Resources-Opportunities@open.ac.uk</a></td>
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8. Selection process and date of interview

<table>
<thead>
<tr>
<th>The interview panel will be chaired by:</th>
<th>Catherine Kounous, Strategic Talent Manager, Talent and Development, Human Resources</th>
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<tbody>
<tr>
<td>The other members of the interview panel will be:</td>
<td>Neil Edwards, Head of Talent and Development, Human Resources</td>
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<tr>
<td></td>
<td>Harminder Matharu, Business Development Manager, Business Development Unit</td>
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<tr>
<td>The interviews will take place on:</td>
<td>Week commencing 26 February 2018</td>
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<tr>
<td>The selection process for this post will include</td>
<td>TBC</td>
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</table>

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.