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| **Role Profile:** | Logo, company name  Description automatically generated |
| **Role Title:** | Talent Manager |
| **Grade/Starting Salary:** | AS4A2 - £33,500 to £35,600 |
| **Location of work:** | Company Wide – Office Based in Swinton, Manchester |
| **Directly responsible to:** | People Lead |
| **Directly responsible for:** | Talent Management Framework and Employee Ownership Development |
| **Hours of duty:** | 36 hours per week |
| **Primary purpose of the job:** | To ensure that our talent acquisition and management framework is comprehensive and contributes to a well-trained, engaged, and motivated workforce who want to contribute to service delivery excellence and organisational success. |
| **Priority Measures of Success – Year One:** | * A sample of new employee feedback from the recruitment and on-boarding process will be overwhelmingly positive * We will have a full talent acquisition and management framework in place * Managers will report feeling confident in proactively supporting employee development and managing capability and competency issues * Employees will be able to confidently describe our talent management framework and how they can access learning opportunities, training and development * We will have drafted and approved a three-year Talent Management Strategy to continue to take us forward for the next three years |

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| Main duties and responsibilities/accountabilities |
| 1. To support the Board and Executive Team in the development and delivery of a comprehensive Talent Strategy ensuring this aligns to our strategic direction, vision, and values. 2. To work with our employee and leadership teams to develop a comprehensive talent management framework that is understood, consistent and used throughout the organisation. 3. To work with the Communications Team to run recruitment campaigns, helping us to reach new talent pools, and highlighting Aspire and adult social care as an attractive career proposition. 4. To work with our People Lead and Operational Team to review the effectiveness of our current recruitment processes and contribute to improvements and efficiencies. 5. To work with our People Lead and Executive Team to implement a new digital HR and Workforce Development System and to be confident in analysing workforce data and producing business reports. 6. To ensure that on-boarding is systematic and comprehensive, that job profiles are clear and new people are aware of our talent framework, the benefits of becoming an Employee Owner and our purpose, vision and values. 7. To work with the Chair of the Employee Owners Board (EOB) and its members to support their development and to promote the EOB as a positive and meaningful way for employee owners to communicate and influence the business for good. 8. To work with our ‘lead trainers’ group to ensure our core training programme is comprehensive, of high quality and in line with the strategic direction of the organisation. 9. To consider training priorities and develop a training plan which maximises the use of available financial resources, utilising both the approved training budget and Apprenticeship Levy. 10. To ensure that managers are well trained in workforce development and aware of all the suite of training and development options available to develop the careers and effectiveness of our workforce. 11. To review our competency framework and ensure managers are well trained and confident in using performance and improvement strategies. 12. To develop our talent and leadership strategies to enhance career progression opportunities and improve succession planning 13. To contribute to workforce planning by ensuring training and development opportunities align with the needs of the business and our development plans. 14. To report to the board and executive team on workforce planning including trends and forecasting around diversity, recruitment, retention, and leavers, and other relevant demographics. 15. To champion initiatives to prevent discrimination in the workplace and to promote diversity and inclusion in our talent management practices. 16. To assess, report on and develop our employee recognition strategies, ensuring we add value to employee renumeration through imaginative and valued reward initiatives. 17. To contribute to our social value initiatives by contributing expertise to our volunteer and placement programmes and other workforce initiatives. 18. Any other relevant duties as agreed to meet the changing needs of the business. |

Experience, skills, and professional qualities

Essential:

* Can give confident examples of working successfully in an autonomous workforce development role.
* Can describe and demonstrate an understanding and successful application of talent acquisition, human resource management and workforce development processes within a similar type or size of organisation.
* Has empathy with the value base of Aspire and a desire to make a difference.
* Has a clear understanding of how workforce development contributes to the overall strategic direction and success of the organisation.
* Can explain how workforce development contributes to the overall success of an organisation.
* Can show successful experience of contributing to performance improvement at leadership level.
* Has experience of motivating and upskilling a workforce and can show evidence of using a wide variety of coaching and training techniques.
* Has a personality which encourages a fully engaged workforce across multiple sites and at different levels of seniority.
* Is fully IT literate, understands the benefits of a digital workplace and can contribute to our digital transformation as it applies to the workforce.
* Can present information in both written and verbal formats to board level.
* Can use a variety of communication techniques for learning and development and workforce motivation purposes.
* Is confident in own abilities, has a consistently positive outlook, is creative and solutions focussed.
* To be able to evaluate own and other’s performance in line with the objectives of the organisation, can identify and make suggestions for continuous performance improvement across Aspire.
* Can give evidence of collaborative team work to improve organisation wide performance.
* Has experience of supporting line managers to undertake performance improvement and capability initiatives.

Desirable:

* Has a CIPD qualification in workforce training and development
* Has experience of working successfully within workforce development in a care or support organisation
* Understands requirements of the Care Quality Commission as it applies to excellent service delivery and associated workforce capability standards.