



Job title:	Head of Talent
Reporting to:	Associate Director People & Culture
Direct Reports:	Recruitment and Onboarding Officer x 2, L&D Advisor x 2
Salary:	£67,925 (£54,340 pro-rata)
Location:	Hybrid with two days office presence required
Hours & basis:	28 Hours a week, permanent.

Purpose of the job

You'll be responsible for the acquisition and development of talent, leveraging the Place2Be brand to attract qualified, diverse and values aligned talent. You'll manage a team overseeing the successful and compliant onboarding and induction experience for new colleagues. You'll oversee management of internal talent through the development of frameworks, systems and tools that facilitate the identification, development and mobilisation of the internal workforce. You'll develop a talent plan that aligns to the business strategy to ensure we have the right people, in the right place at the right time. You'll lead on the development of frameworks that enable succession planning and provide key development opportunities that aid retention and provide opportunities for underrepresented groups in line with the equity, diversity and inclusion action plan.

Key responsibilities

- Develop an inclusive and comprehensive talent plan aligned to the business strategy, ensuring we have full and diverse talent pipelines at all levels.
- Develop and deliver an attraction / recruitment strategy utilizing the Place2Be brand to attract new hires to the organisation.
- Ensure the recruitment process remains fit for purpose, compliant and accessible for both hiring managers and applicants.
- Lead the team to deliver seamless, inclusive and compliant recruitment and onboarding for new hires with a focus on setting people up for success including reasonable adjustments.
- Facilitate the delivery of recruitment training to ensure managers are equipped with the knowledge, skills and resources needed to recruit the best talent for their teams.
- Work in collaboration with key stakeholders to ensure all aspects of mandatory induction sessions are delivered successfully across the year.
- Lead the ongoing development and delivery of an induction pathway in collaboration with key stakeholders to ensure it is setting people up for success.
- Working collaboratively with colleagues, develop and embed core competency frameworks.
- Lead on designing a senior leadership succession planning tool/framework.
- Lead and oversee the development and delivery conversations process working with the L&D Advisors to understand trends and address them in a planned and structured way.
- Develop and implement impactful learning programmes and development initiatives tailored to all employee levels and skills requirements.



- Define the leadership development offering, ensuring our leaders are equipped with the capabilities needed for today and the future.
- Oversee the design and execution of early careers programmes including work experience, graduate schemes and apprenticeships.
- Oversight of Place2Be's online learning platforms, working collaboratively with clinical learning teams on the effective use of online learning.
- Champion the principles of equity, diversity and inclusion in all aspects of the role, being a role model for others and ensuring all work always aligns to the EDI Action Plan.
- Monitor KPIs and metrics to assess the effectiveness of all aspects of talent acquisition and management, making data driven improvements.
- Ensure compliance with relevant regulatory requirements and industry standards in all recruitment and learning and development activities.
- Take ownership for data accuracy, data transfer and maintaining employee privacy on all shared systems.
- Manage supplier and agency relationships, consistently reviewing costs and efficiency.
- Ensure Place2Be complies with current regulations, accepted professional standards, policies and procedures and legislation.
- Lead the Recruitment and Onboarding officers and the L&D Advisors ensuring they are developed and motivated.
- Foster strong working relationships across Place2Be.

What you will need

- CIPD Level 7 or equivalent experience*
- Effective leadership and management skills, with the ability to clearly communicate, motivate and develop people you directly line manage*
- Experience of talent management, leadership development and succession planning*
- Knowledge and understanding of the Apprenticeship Levy rules and apprenticeship programme standards*
- Experience of managing multiple recruitment campaigns, and dealing with volume at peak times, for example prior to the start of the new academic year*
- In-depth knowledge of recruitment best practices and talent development strategies*
- Proficiency in HR, Applicant Tracking Systems and L&D software and data analytics tools*
- Demonstrable experience of creating, developing and delivering talent and development plans
- An unwavering commitment to equity, diversity and inclusion
- Excellent communication and interpersonal skills
- Strong problem-solving and decision-making skills
- Ability to build strong relationships with stakeholders at all levels
- Committed to continuous learning and professional development
- Excellent knowledge of general IT systems and MS Office applications (Word, PowerPoint, Excel)
- A commitment to embody and demonstrate [our values](#): Perseverance, Integrity, Creativity and Compassion.

** Indicates the minimum criteria needed to be considered for a guaranteed interview under the disability confident scheme.*