



**Job Title:** Talent and Leadership Partner

**Department:** Human Resources

**Location:** Home based or London or Manchester

**Contract:** Full or part-time and permanent  
**Proposed start date:** 1 September 2019

**Reporting to:** Head of People Transformation and Capability

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### **Job Purpose**

This person will act as a Talent and Learning subject matter expert supporting internal BPP leaders and also consulting with external BPP clients when required. BPP needs a renewed focus on Talent and Succession with targeted Leadership interventions at all levels to increase capability. This post is part of a small team so high energy, drive and personal gravitas is essential to ensure the team makes an impact and can leverage other expertise across the BPP group.

This person will work very closely with the Head of People Transformation and Capability, the Head of HR, the HR Business Partners and the Head of HR Operations and Recruitment to ensure that talent and leadership interventions are embedded on the employee lifecycle and the cultural DNA of BPP.

A key responsibility will be to create targeted talent pools to create seamless talent pipelines for internal progression opportunities. The focus of this role is on the identification of capability gaps, the curation and deployment of excellent learning interventions, coaching and development of BPP identified talent and enabling our HR business partners to effectively support their business areas with excellent MI and solutions.

Through people transformation activity this person will contribute to redefining the BPP L&D offering and operating model working closely with the University, Professional Development, Business Schools and Digital teams to ensure that our internal employees receive a high standard of development that rivals the services we give our clients and capitalises on resources and budget available.

### **Job Background**

To enable BPP to meet its stretching growth strategy we need to create a high performing culture and workforce. Current HR and L&D processes are in need of review and improvement to ensure that our people can be the best they can be and have a high quality employee experience. Improving management capability is a major challenge to enable HR to be a more strategic function within BPP and improve employee engagement. In a fast changing digital environment BPP needs to increase internal bench strength to increase client satisfaction and enable growth and agility. Focussing effort on creating a sustainable and future-proofed people strategy will be a key enabler for BPP over the next 2-3 years.

### **Key Responsibilities**

- To demonstrate measurable improvements to management and leadership capability at BPP through individual and group learning programmes
- To support the development of a senior talent pool and ensure development plans are in place for identified talent and exec successors

- To coach and develop leaders and managers to meet succession requirements
- To revise and implement a new approach to Talent Management and ensure it is embedded in BAU
- To provide talent management and leadership expertise and consultancy to the BPP senior leadership team.
- To manage transformational change activity ensuring a people centric approach to change
- To work closely with the HR Business Partners to ensure they have the tools and skills to support their business areas and that training needs are met across the group
- To create a curated and targeted digital learning offering and environment for internal employees.
- To work closely with BPP Organisation Capability team to support capability consultancy, working with external clients where required and tapping into thought leadership and research
- To deliver leading edge internal and external training as and when required working across BPP and our client base if required
- To manage internal L&D projects to time and budget

### **Development Opportunities**

There is an opportunity within this role to make measurable improvements to the whole employee lifecycle and engagement levels at BPP. Ideally this role will enable the creation of leading edge solutions that can be used both internally and externally. Exposure to a wide network of external clients is a development opportunity that will enable the role holder to develop a strategic external network of contacts across a range of sectors.

### **Knowledge/Experience Required**

- Experience of creating talent management processes.
- Experience of developing leaders through individual career coaching and group methods such as action learning sets.
- Experience of leadership and management development including the use of a wide range of psychometric tools.
- Experience of developing competency frameworks and identifying skills gaps and training needs analysis.
- Proven partnering skills to inspire and motivate others as well as making and implementing tough decisions when required.
- Proven commercial acumen to support budget and supplier management.
- Current knowledge and understanding of leading edge people development thinking.
- Ideally a broad range of experience in HR/L&D and across a range of sectors

### **Skills Required**

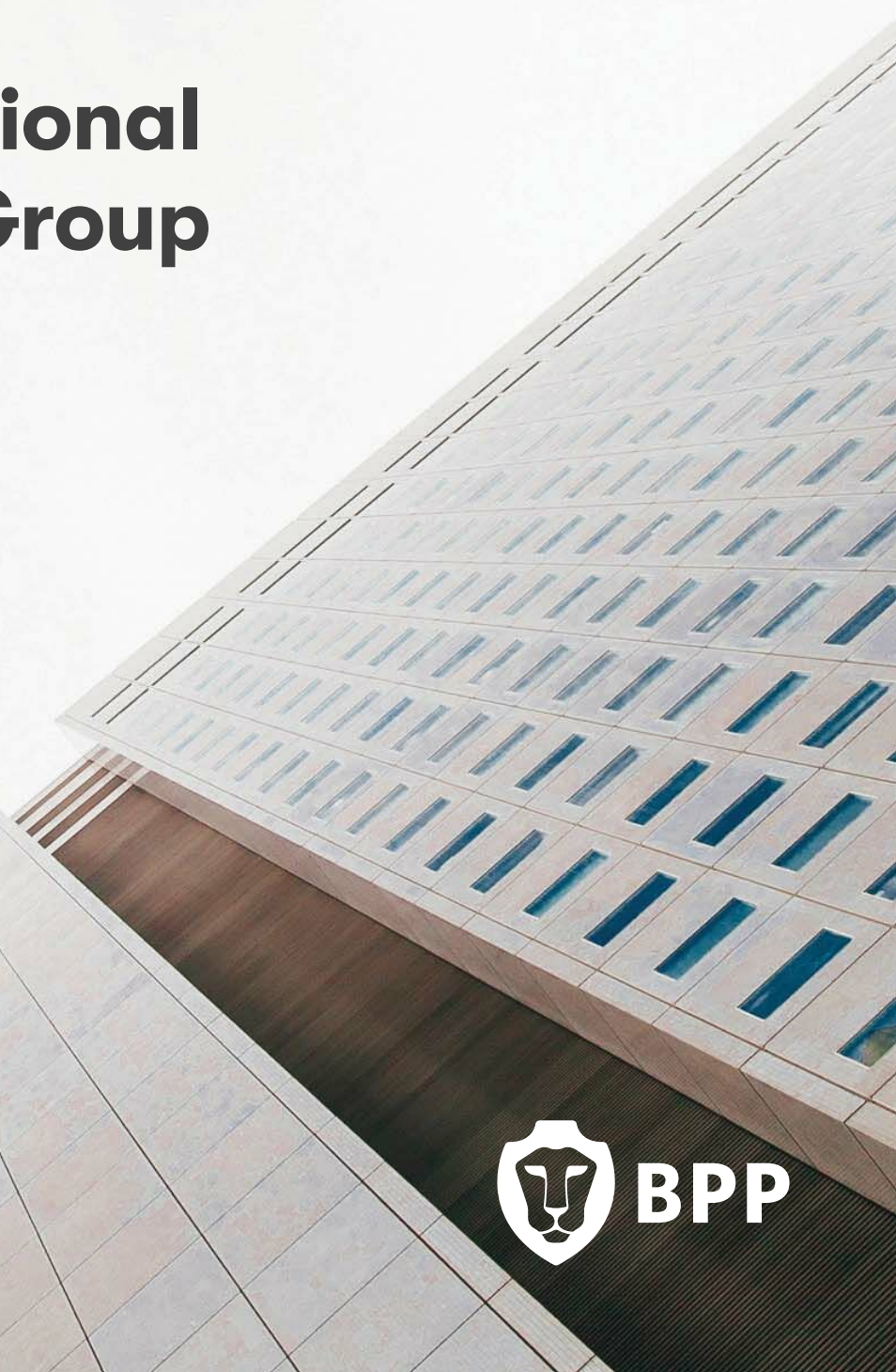
- Excellent change management skills and ability to sponsor and lead teams to successfully implement and embed change.
- Ability to support and coach senior leaders through change using a range of development tools.
- Good knowledge and understanding of the employee lifecycle and ability to coach and support other HR leads to develop aspects of the service.
- Excellent communication skills both verbally and written and able to work at any level.
- Excellent knowledge of all aspects of Talent and L&D to ensure that the art of the possible is considered and understood by key stakeholders.
- Excellent stakeholder management skills.
- Experience of managing significant and complex budgets.
- Solid understanding of diversity and inclusion.

### **Qualifications**

You will ideally have a minimum of MCIPD or equivalent and a relevant coaching qualification.



# BPP Professional Education Group





# Welcome



**Today, BPP is both a university for the professions and a professional educator.** We concentrate on the law, business and health professions and what we look for in people who come to work for BPP is a passion to be different.

We're already a global company of over 1,500 people, but our ambitious growth targets mean we're always on the lookout for new talent.

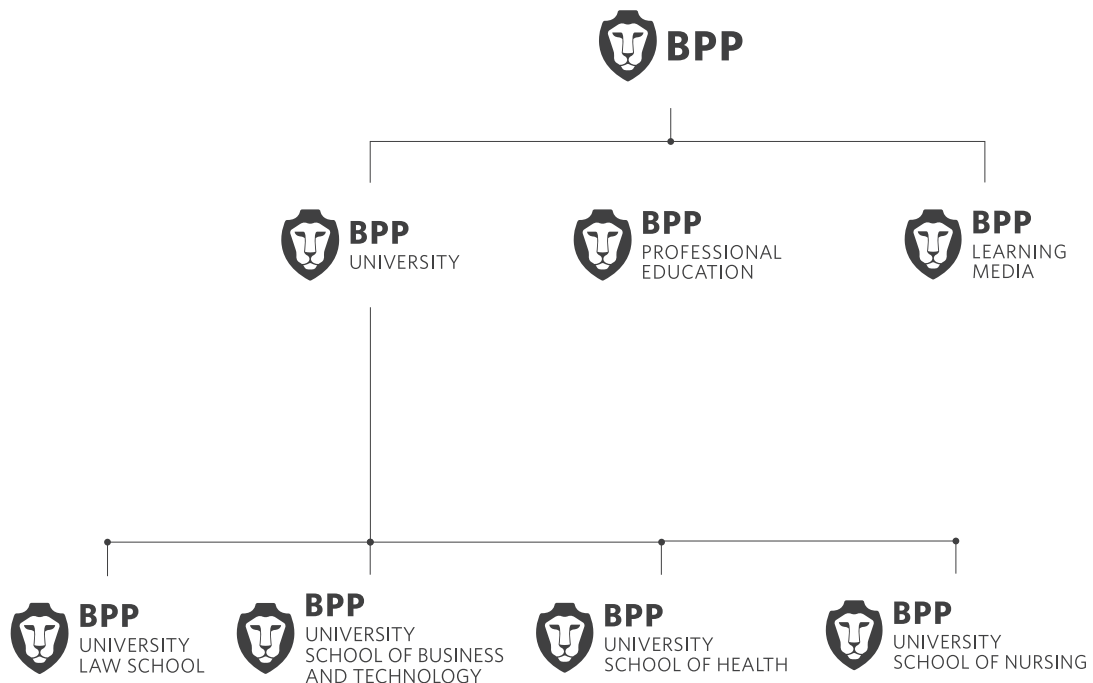
If you share our passionate and innovative approach to education, come and join the BPP team, we'd love to welcome you.



# About BPP Professional Education Group

The BPP Professional Education Group, founded by Alan Brierley, Richard Price and Charles Prior (the BPP of our name), is a global education provider delivering world-class professional qualifications. The Group delivers undergraduate and postgraduate degree programmes, apprenticeships and professional qualifications across the UK, internationally and through innovative online learning platforms.

When you work with BPP, you will be part of a business that really believes in supporting your personal and professional development. With so many different business areas, we offer a wide range of exciting opportunities within a culture of encouragement, respect and teamwork.





# BPP University

BPP University is part of the BPP Professional Education Group. However, BPP University is a distinct legal entity with its own degree-awarding powers approved by the UK Privy Council.

Voted the UK's Best Higher Education Provider by Education Investor Magazine in 2013, we are the UK's only university solely dedicated to business and the professions. Our links with leading businesses and organisations allow us to provide a highly regarded professional education. Our programmes are designed in partnership with employers and respected professionals in the fields of law, business, finance and health.

We look for lecturers who share our passion for education and making a real difference in students' lives.

## BPP University Schools

BPP University Law School

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BPP University School of Business and Technology

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BPP University School of Nursing

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BPP University School of Health

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BPP University School of Business and Technology programmes have been successfully delivered to leading companies such as Lloyds Banking Group and TUI.

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15,000 students currently study with BPP University

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BPP University Law School was ranked in the top five universities for quality of teaching in Legal Week's 2014 annual Law Student Report.

# BPP Professional Education

BPP Professional Education is one of Europe's leading specialist providers of professional education, delivering a range of industry-leading Professional Qualifications, Professional Apprenticeships, Professional Development programmes and Learning Media. We enjoy a trusted adviser status for many of our clients and institutes and offer professionals opportunities to progress through a variety of qualifications in accountancy, tax, insolvency and banking and finance.

Our courses are all supported by BPP Learning Media, which provides a wide range of learning materials for students, colleges and bookshops all over the world.

As one of the world's leading providers of top quality printed and digital learning resources, BPP Learning Media supports tuition providers, professional bodies and students in over 180 countries.

# BPP Learning Media

We also develop curriculum content for BPP qualifications including Accounting, Financial Services, Tourism, Marketing, Law and Insolvency as well as content for Professional Education Bodies from around the world.

## Support Functions

- ✓ IT
- ✓ Finance
- ✓ Human Resources and Learning & Development
- ✓ Commercial
- ✓ Marketing
- ✓ Legal and Compliance
- ✓ Operations



# Why work at BPP? – Employee benefits

## Training and development

Whether it's something you want to learn or something we recommend you learn, BPP invests heavily in your career development.

We provide a comprehensive in-house leadership and management training programme and a wide range of personal and professional development opportunities.

You will have free access to all of BPP's courses – so from gaining an ACCA accountancy qualification to a Graduate Diploma in Law, you can take your career in any direction you like.

## Salary

BPP makes sure it gets the basics right with good, competitive salaries. These are reviewed annually.

## Holidays

Everyone needs time to relax and rejuvenate. That's why we provide generous annual leave of 30 days for teaching staff and 25 days for support staff (rising to 30 days after five years and pro-rata for part-time employees).

As part of our annual benefits selection window, you can purchase up to 10 days' extra holiday each year.

## Private Medical Insurance

When you work at BPP, you can apply to be covered for the cost of private medical treatment as an outpatient or inpatient (up to defined limits).

Subject to meeting scheme requirements set by our provider, this begins as soon as you join and we'll cover the full cost of the premium. You can also choose to buy cover for your spouse, partner or children at corporate rates.

## Health Cash Plan

Our Health Cash Plan provides you with reimbursement, up to a set amount, towards everyday healthcare services such as eyesight tests, new glasses, health screening, etc. You can choose to purchase cover from four different levels.

## Dental Insurance

Our Dental Insurance reimburses you for all private dentistry treatment. At the end of your probationary period, cover can be purchased for you and your family at corporate rates.

## Life Assurance

In the unfortunate event that you pass away while working at BPP, your nominated beneficiaries will receive a lump sum of four times your annual base salary. At the end of your probationary period you can choose to top up this protection.

## Income Protection (PHI)

We know that suffering long-term illness is stressful enough. So if you are unable to work for 26 weeks within a 12-month period because of related illness or injury, you'll be eligible for up to 75% of your annual salary until you are able to return (less £5,312 p.a.)

## Employee Assistance

From time to time you may need confidential advice, on anything from legal to personal or financial issues. Our Employee Assistance gives you access to free phone support, 24 hours a day.

## Pension

You'll want to look forward to a well-deserved retirement.

If you are assessed as an "Eligible Job Holder", you will be automatically enrolled into our Group Personal Pension Plan. A pension contribution will be deducted from your monthly salary via salary sacrifice and you will receive an Employer pension contribution as well as receiving the full benefit of the Employer's National Insurance contributions of 13.8%. You will be able to increase your contribution, with BPP matching up to 5% either during the Annual Benefits Selection Window or once you have completed your probation period.

Employees who are not assessed as an "Eligible Job Holders" will still be able to join our Group Personal Pension Plan once they have completed their probation or during the Annual Benefits Selection Window.

## 'Cycle to work' scheme

With so many benefits to your health, we offer a cycle to work scheme in conjunction with CycleScheme. This gives you the loan of a bike and commuting equipment for a period of one year, tax-free.

At the end of the Hire Period, you will have the option to either purchase the bike, extend the Hire Period, or return the bike.

## Season Ticket Loan

To ease the expense of public transport, our interest-free loan is put into your bank account and we'll simply deduct monthly repayments.

## Credit Union

BPP employees have access to a credit union and can save or repay loans direct from their net pay. The credit union is a not-for-profit co-operative.



# Why work at BPP? – Employee benefits

## **BPP and the community**

BPP takes its corporate social responsibility very seriously. With many programmes designed to help our students succeed, we also support the wider community with a range of projects through our Pro Bono Legal Centre – winning Best Contribution by a Team of Students for Streetlaw Homeless in the 2011 Awards.

BPP is supportive of our employees doing voluntary and charity work.

## **BPP Rewards**

BPP Rewards is a company funded scheme that offers genuine discounts and allows you to make significant savings each year on everything from your petrol, groceries, holidays, clothing, and home insurance. BPP Rewards provides exclusive access to discounts and cashback at over 1,500+ retailers, including Marks & Spencer, Sainsbury's, Debenhams, and Lastminute.com to name a few.

## **Selecting your benefits**

Upon starting with BPP, you will be invited to select your benefits via our online platform on the 1st of the month following your start date. You will need to register on the platform when accessing it for the first time.

