

Talent Manager

Role Description (purpose):

As Talent Manager, assure a sustainable talent pipeline for Ship and Shore colleagues, including the identification of key talent for the future, embedding programmes to deliver the key capabilities required for our success in the future and leveraging our talent accelerated development programmes to develop managers and leaders for the future.

Leading the development and delivery of our talent policies, processes, tools and systems, supporting the delivery of our Talent Strategy; ensuring key stakeholders are consulted, engaged, educated and receive support and guidance.

Support the delivery of our Succession Planning Strategy, working across the organisation to provide direction and guidance to succession planning, promoting the diversity of our workforce and be dedicated to the development of successors and individuals who have potential for further responsibility.

RUI: (if updating existing JD)		Grade:	7	DBS check required Y/N:	
Directorate: (Operating Company where Applicable)	CUK	Reports to:	Senior Talent & Performance Manager		
Function:	People	Team:	Talent & Culture		
Direct reports :	<ul style="list-style-type: none"> None 				

Accountabilities

Implement Talent Management policies, procedures, tools and systems

- Design and introduce policies and procedures to support the delivery of the talent management strategy
- Help establish and introduce consistent succession planning processes and tools (Shore and Ship), providing education and guidance to all stakeholders
- Be the talent lead on myHRportal system development, inclusive of the implementation of the new Talent modules
- Oversee the talent team calendar of events and activities, tracking progress against commitments and providing regular management reports on progress and risks

Improve Succession Planning & Development

- Help identify key leadership and operational roles for succession, addressing gaps and mitigating risks
- Help establish and develop talent pools across the organisation, mindful of Diversity and Inclusion
- Support the six monthly Talent Review forums, inclusive of the HRBP talent forum
- Be involved in the identification, assessment and development planning and review of successors to positions
- Update succession plans and provide tools and advice on implementation and progression of succession development plans and IDPs
- Provide guidance and support on assigning projects, stretch assignments and secondments to help develop and grow our talent
- Work with the Learning Team to help design and deliver learning solutions to educate and embed Succession Planning across the organisation
- Streamline planning for potential vacancies in key leadership positions
- Provide professional advice to Managers on succession planning related questions and issues

Identify and Create Development Opportunities

- Support the design and roll-out of new Coaching and Mentoring programmes, providing guidance to stakeholders across the organisation
- Manage skills gaps analysis and develop talent initiatives and programmes to ensure we attract the right talent and diverse talent pipelines

- Support the development of our promotion programmes, reviewing processes, tools and assessments and recommending improvements to ensure we have fair, consistent and transparent approach across the organisation
- Support talent management projects and initiatives as and when required
- Support HR Business Partners and People Managers on all aspects of talent management

Health, Environment, Safety, Security (HESS) Responsibilities

- Lead by example by taking care of the health and safety of yourself and others
Report all accidents, 'near miss' incidents and work related ill health conditions to your manager/supervisor/team leader
- Follow safety rules and procedures
- Use work equipment, personal protective equipment, substances, and safety devices correctly
- Take part in safety training & risk assessments and suggest ways of reducing risks
- Appoint shore side risk assessment Subject Matter Expert's as required to review and approve risk assessments
- Actively promote safe working within your team and encourage safe behaviours
- Demonstrate safety leadership in accordance with our safety leadership behaviours

General Responsibilities

Adheres to Corporate Policies and Procedures, including Code of Conduct, Audit Procedures and any control related responsibility for financial data entered, stored, or reported via business systems within employee's control (list not exhaustive).

To undertake ad hoc duties as required.

Scope:

Problem solving:

- Will be a requirement for the post holder within clearly defined company-wide policies and procedures and advice and counsel from line manager and other members of the People team

Impact (what impact will the role holder have on the team/ department/ function/ stakeholders):

- Post holder will have a direct impact to the team and importantly with the organization in terms of delivering our Talent Strategy

Leadership (what level of management is required, ie multiple teams, or small teams) :

- Post holder does not have management responsibility for a team, post holder will receive regular coaching from the line manager

Demonstrable Behaviours (what needs to be demonstrated in 'how' to be successful in the role) :

Knowledge

Understands organisational dynamics

HR knowledge (policies/procedures) – Talent Acquisition

Credibility

Influencer/persuader

Executes professional judgement

Impactful

Alignment

Strategic development

Strong business acumen

Commercial awareness

Performance

Drives results

Provides insights

Delivers quality and strives for continuous improvement

Relationships

Stakeholder management

Coach/developer

Innovation

Innovative

Change agent

KPIs:

- Support the delivery of the Talent Strategy
- Support the delivery of the Succession Planning Strategy
- Retention Rate improvement
- Talent Module on myHRportal successfully introduced across the organization (Shore) and equivalent for (Ship)
- Key Leadership roles have identified successors in the short and medium term
- NPS score improvement – employee engagement

Knowledge, Experience and Qualifications required:

Qualifications – essential:

- MA Degree in HR or equivalent

Knowledge/ Experience – essential:

- Experience in talent management, succession planning, career mapping, training and development

Qualifications – desirable:

- Talent Management Practitioner
- Organisation Development

Knowledge/ Experience – desirable:

Issue Date:

**Issued by
(name):**

REWARD ONLY

Grade:

RUI:

Date Approved:

Initials: