

Job Description

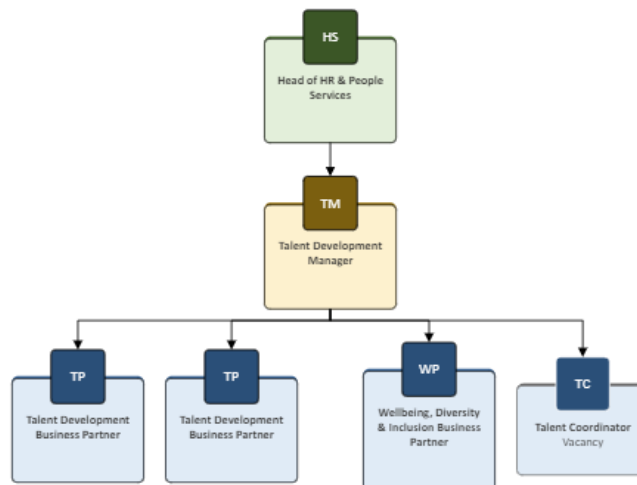


Job Title:	Talent Coordinator
Reports to:	Talent Development Manager
Grade:	Grade 7
Date:	April 2024

1. Role Purpose

To oversee the coordination of all activities related to Talent Acquisition, Talent Development and Wellbeing, Diversity & Inclusion initiatives.

2. Organisational Structure



3. Dimensions

- **Financial** – no direct budget control but does have contributory accountability to ensure accurate record keeping and provision of information
- **Staff** – no direct reports but will assign workstack items to HR Administrators where applicable

4. Principal Accountabilities

- Coordinate all activities within the talent management field
- Support the talent development team in executing recruitment strategies, scheduling interviews, and communicating with candidates
- Assist in the development and delivery of training programs for employees, tracking participation and feedback
- Conduct data analysis on talent metrics and provide insights to support decision-making processes
- Management of Talent Development payments e.g. Professional Memberships, Conference Payments, etc.
- Maintaining SharePoint sites for Talent and Wellbeing/EDI
- Coordination of all talent development activity
- Maintain accurate records and documentation related to talent management activities.
- Supporting the Talent Development Manager with the management of all compliance training to include data integrity and reporting
- Supporting Talent Development team members with producing materials for training sessions
- Management and administration of MyLO, our learning management system
- Acting as the first point of contact for learner queries
- Ownership of the talent development people portal, managing incoming queries from within and outside of the business

5. Planning and Organising

- Workload daily for self and talent team with delivery activity
- Scheduling training sessions – virtual and face to face, booking rooms, sourcing equipment, registering learners, sending joining instructions, producing attendance reports, collaborating with external providers etc.
- Prioritise talent tasks and projects based on strategic objectives and business needs
- Reports and data

6. Decision Making

- Directly responsible for delegating administrative tasks to the HR Admin Team
- Directly responsible for prioritising workload on a daily/monthly/quarterly basis
- Directly responsible for providing data and ad hoc reports to Talent Development Manager
- Directly responsible for the scheduling of training sessions, including room bookings

7. Internal and External Relationships

- All internal stakeholders
- Potential employees
- Recruitment Agencies
- Executive Search Firms
- Training Suppliers/Consultants
- Wellbeing, Diversity & Inclusion

8. Knowledge, Skills, and Experience

Area	Essential	Desirable	Assessment
Knowledge			
Bachelor's degree in business administration or relevant field or professional experience	x		Application
Knowledge of recruitment processes and training principles	x		Application/Interview
Learning management systems, MS Office, well-being platforms	x		Application/Interview
Understanding of talent metrics and analytics		x	Application
Skills			
Strong organisational skills and attention to detail	x		Interview
Excellent communication and interpersonal abilities	x		Application
Must have excellent time management and prioritisation skills.	x		Application/Interview
Experience in data visualisation and reporting		x	Interview
Ability to coordinate various initiatives and programs effectively	x		Interview
Experience			
Experience in talent management, L&D or HR coordination, or related roles	x		Application/Interview
Demonstrated experience in talent coordination and project management	x		Application/Interview
Knowledge of talent management software and tools	x		Application/Interview
Experience in coordinating recruitment activities	x		Application/Interview
Demonstrated experience in talent coordination or L&D co-ordination, and project management	x		Application/Interview
Previous exposure to talent data analysis and reporting		x	Application/Interview
Familiarity with HR compliance regulations and best practices		x	Application/Interview

Handling sensitive and confidential information	x		
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9. Special Features

None

Jobholder Signature:

Manager Signature:

Date: