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JOB DESCRIPTION

APPENDIX C

Before completing this form, please read the BTP 'Guide to writing job descriptions for Police Staff roles' Appendix B to the SOP.

A. POST DETAILS:

Job Title:	Career Development and Talent Management Advisor	Current Grade:	B002
Department:	People & Culture	Area:	People and Development
Reports To:	Talent Management Lead/Head of Leadership Academy	No of Posts:	4
Level of vetting:	TBC	Post Number:	TBC

B. PURPOSE OF THE POST: *Why the post exists and what it has to achieve*

- 1) Deliver a varied portfolio of Career Development and Talent Management work and projects in line with the annual Career Development and Talent Management provision , providing advice, guidance and practical support across the full range of Career Development and Talent Management issues (potential identification; career development pathways and guidance; progression and postings; and succession planning) to Divisional / FHQ line managers and People Business Partners
- 2) Provide Career Development expertise and advice to all employees through 1:1 sessions, intranet provision, coaching sessions etc
- 3) Act as a coach to identified employees supporting their professional and personal development

C. DIMENSIONS OF THE POST *The key statistics associated with the post*

Financial – Direct or Non-Direct

None

Staff Responsibilities – Direct or Non-Direct

Any Other Statistical Data

None

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D. PRINCIPAL ACCOUNTABILITIES: *What the job is accountable for and required to deliver*

Role Specific

- Provide a Career Development and Talent Management service to BTP line managers and employees across the full range of Career Development and Talent Management issues in line with the annual Career Development and Talent Management provision.
- Work with People Business Partners and with SMTs to ensure the Career Development and Talent Management service provided supports Divisional and Departmental needs
- Personally deliver Career Development and Talent Management activities
- Contribute to and work on P&D and BTP wide projects, acting as the Career Development and Talent Management subject matter expert
- Manage customer and colleague relationships (internally and externally) so as to maximise the effectiveness of BTP, and People & Development
- Work collaboratively with resourcing and delivery colleagues ensuring that a seamless People service is provided to all end users Design and deliver talent management initiatives including workshops to staff, for example CV workshops to displaced staff and officers.
- Design annual timetable of positive action classroom-based courses, working with relevant support groups to maximise effectiveness and
- Coaching staff at all levels of the organization to develop and enhance performance, encouraging their self-development and increasing overall performance.

Leadership

- Maintain and develop own knowledge Career Development and Talent Management best practices and developments and apply to own practice
- As agreed with the Talent Management Lead, provide advice and support to team colleagues to enhance their performance and professional development
- **Diversity & Equality** – ensure that all Career Development and Talent Management activity is in line with the BTP Equality and Diversity Strategy

E. DECISION MAKING:

Make decisions

The role holder will provide subject matter expertise on Career Development and Talent Management activities for posts up to and including Supt / Heads of Function which will lead to progression and appointment decisions

Significant say in decisions

Presents recommendations to Talent Management Lead around best value opportunities for BTP in respect of Career Development and Talent Management activity.

F. CONTACT WITH OTHERS: *The frequent contacts the post holder has with others and for what purpose*

Internal

Divisional Commanders / Department Heads, People & Development Team.

External

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NOT PROTECTIVELY MARKED

HR8:1.3
Version 1.2

External Support Networks, External Professional associations and External suppliers

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NOT PROTECTIVELY MARKED

G. REQUIREMENTS: *The skills, knowledge, experience, qualifications and training required to perform the job.*

Essential Criteria:

Qualifications and Training:

- CIPD Level 5 or equivalent experience
- CMI Level 5 Coaching certificate or equivalent.

Experience:

- A successful track record in a Career Development and Talent Management role
- Experience in developing good working relationships with a wide range of stakeholders, both internally and externally.
- Experience of establishing productive relationships with colleagues and customers (internally and externally) and across a variety of levels of seniority to deliver a Career Development and Talent Management service that meets customer needs.
- Experience of resourcing initiatives to support a wider talent management strategy
- Experience of providing clear, balanced advice and guidance on a wide range of Career Development and Talent Management issues to management teams.
- Experience of establishing productive relationships with colleagues and customers (internally and externally)

Skills:

- Ability to design, cost and plan Career Development and Talent Management activity to maximise value to BTP
- Excellent communicator with the ability to persuade and influence decision makers / senior stakeholders in a partnership approach
- Self motivated and pro-active with the ability to work well under pressure and with numerous and sometimes conflicting deadlines
- Ability to find innovative and creative approaches to support the Career Development and Talent Management approach
- Effective coaching skills.

Knowledge:

- Good Career Development and Talent Management knowledge including up to date knowledge of applicable legislation, best practice principles and regulatory requirements.

Desired Criteria:

Qualifications and Training:

Experience:

Skills:

Knowledge:

H. ANY ADDITIONAL INFORMATION: *Information relevant to the role, including any particularly challenging/ difficult aspects of the job. If competencies have been developed for this post, these can be listed here.*

Flexible to travel regularly within the UK

I. AUTHORISATION DETAILS

Prepared By: Amit Kanabar Date: December 2019

Area Commander /FHQ

HoD:

Date:

Evaluation Panel:

Date:

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