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Slough Borough Council
Growing a place of opportunity and ambition

Talent & Leadership Consultant

Job Description

Position Pay Level:	8
Position Pay SCP:	36
Salary:	£49,868 (inclusive of annual allowance) *Salary is reviewed yearly and, subject to satisfactory performance, is increased in line with national pay awards*
DBS requirement:	Not required
Reports to:	Learning & Development (L&D) Lead
Budget:	None

Main purpose of Job:

To lead on Leadership and Talent development across the organisation from design and embedding talent tools, succession planning tools in relation to workforce planning, alongside ability to conduct skills gap analysis and coach senior leaders.

Support the Learning and Development Lead to create a learning culture across the organisation, to include deputising at HR delivery team meetings where required.

Main Accountabilities:

To support the Learning and Development Lead to deliver the following:

- Ability to conduct training needs assessments in line with best practice tools, to therefore design talent and leadership offer in support of organisational objectives.

- Design and delivery of a range of training materials, courses, and resources to support the Leadership and Talent requirements to enhance employee skills and performance.

- Procure and oversee a broad portfolio of development solutions for aspiring, existing and senior managers, including in-person programmes, workshops and online resources.

- Review employee lifecycle to ensure learning at all points is understood and addressed by designing and developing appropriate learning interventions.

- Introduction and leadership of, standardised assessment tools to be utilised in other areas of the Employee Lifecyle

- Strengthen leadership capability and accountability by ensuring training is not limited to classroom teaching and instead covers a wide range of learning appropriate to the subject and the audience, utilising new and innovative technology where appropriate.

- Support leaders to assess talent, support succession planning, and creating individual development planning tools aligned to business needs and progression outcomes.

- In collaboration with recruitment and OD colleagues, deliver a comprehensive talent strategy encompassing workforce planning, skills gap analysis, leadership / skills development, and innovative learning initiatives.

- Roll out and lead coaching across the organisation.

- Design and delivery of public sector secondments to enhance leadership offer.

- Develop initiatives which help drive and embed change in line with our organisational priorities, especially in regard to developing a learning culture.

- Ensure all learning and development decisions are evidence based, using feedback, TNA and other data to inform decisions made.

Person Specification: Talent & Leadership Consultant

Area	Description	Essential / Desirable
Experience	Working across HR / OD / People and Culture teams or similar environment within a complex organisation with significant experience in delivering HR / OD / L&D solutions	E
	Experienced learning and development professional, well versed with implementing all aspects of the end-to-end learning cycle.	E
	Effective team working and ability to work on their own initiative	E
	Procuring and utilising standardised assessments to identify and score leadership capability	D
	Developing secondments across other organisations at HoS and above as part of building the learning aspect of our employee brand	D
	Proven experience of conducting organisational wide Training Needs Analysis with advice on appropriate skills gap actions	E
	Implementing talent and succession tools organisation wide, embedding use into the culture of the organisation	D
	Design and delivery training programmes to senior leaders	E
	Procuring third party suppliers via the required frameworks in addition to direct awards	E
	Coaching Directors and above in single or group activities	E
	Developing leadership and talent offers for diverse organisations	E
	Developing and embedding career grading within tight budget envelopes	D
	History of successful stakeholder management and collaborative working at all levels	E
	At least 2 years professional experience in delivering a variety of strategic leadership and talent solutions and services	E
Skills and abilities	Excellent written and oral communication skills. e.g. design and delivery of training courses, presentation skills, negotiating and influencing skills	E
	Strong relationship building skills, collaborative working, building respect, trust, and confidence	E
	Proficiency in Microsoft tools, LMS and other learning authoring tools (Canva, Miro, Menti meter)	E
	Provide evidence of effective planning and organising and workload / project prioritisation skills.	E
	Digital literacy and experience using digital software including Excel, SharePoint, Word and Office 365 and PowerPoint	E

	Ability to write strategic reports, supporting L&D business cases/proposals for senior management review and approval.	E
	Ability to undertake learning needs analysis, developing creative solutions to meet the needs.	E
	A commitment to people development and the organisational values and behaviours that underpins its culture	E
	Ability to use own initiative and identify solutions to support continuous improvement	E
	Ability to research new training tools and methodologies, and initiatives to enhance the efficiency and effectiveness of learning programs	D
	Ability to undertake learning needs analysis, developing creative solutions to meet the needs.	D
	Ability to model good leaderships skills that motivate, gel and engage the team.	E
Knowledge and understanding	Practical knowledge of applied business practices including understanding of relevant legislation	E
	Understand principles & models for designing & delivering training	E
	Knowledge of relevant digital systems (Learning Management System, e-learning software etc,), processes and associated equipment	E
	Knowledge and understanding of the end-to-end leaning cycle	E
	Understanding of working in a local authority or customer focused organisation	E
	Strong knowledge of current challenges faced by SBC	D
	Demonstrates an awareness of the values and behaviours expected from Slough Borough Council employees to promote a positive working environment and culture.	D
	Demonstrate strong awareness and understanding of key HR policies in a public sector organisation and relevant employment legislation and how to champion them	D
	A good understanding of EDI	E
	Demonstrable commitment to continuous professional development	D
Qualifications	Demonstrable Learning & Development experience in organisation with a tight budget constraint	E
	Relevant training qualification (AET, CIPD etc.)	D
	Demonstrable commitment to continuous professional development	E