

JOB DESCRIPTION

Title	Associate Director, Talent Management		
Reports to	Talent Director		
Department	People		
Job Family	Business Services	Level	5

About the School

At London Business School, we strive to have a profound impact on the way the world does business and the way business impacts the world. Our departments work hard to ensure that we are continually delivering a world-class service, academic excellence and that our course offering maintains our place as a leading business school.

With thought-leading faculty and dynamic learning solutions, we empower both businesses and individuals by offering a transformational learning experience that will broaden their professional knowledge and global mindset. As well as offering postgraduate courses for the business leaders of the future, we run open and customised executive courses for professionals and corporate clients that help leaders identify the future focus and strategic direction of their businesses.

With London in our hearts, we draw from its status as a financial, entrepreneurial and cultural hub to attract a diverse range of students and faculty, creating an abundance of opportunities to network with industry experts and alumni worldwide.

About the Department

The People department enables the delivery of the School's strategic priorities through the provision proactive advice and support to School staff (non academic). Collaborating with our faculty experts, it also delivers leading edge projects to shape the Future of Work, building an engaged, inclusive workforce where everyone belongs and thrives.

The team is designed around three key areas: Business Partnering, Specialist People and a critical Operational engine, and provides a full People Service. The team work closely with Heads of Departments and line managers to support them in achieving their business goals through their people.

Job Purpose

Our people, our talent, are vital to the successful delivery of our School purpose and our strategic priorities. In order to emerge from the pandemic stronger, it is crucial that we identify, motivate, develop and retain the right talent to deliver our strategic priorities for the year ahead and beyond.

As such, we need to develop and implement a talent management strategy from scratch – this is a hugely exciting, 'blank sheet of paper' opportunity. The role holder will:

- Design and deliver a consistent talent management strategy and methodology, whereby the definition of talent and high value talent is understood and bought into by all staff at all levels throughout the School
- Identify the talent, roles and capabilities we require to deliver critical success through the design and implementation of a rigorous, objective, pragmatic and agile talent review process which works for all departments
- Ensure our needs based approach includes the consideration of high potential and specialist talent
- Build meaningful succession plans aligned to high value roles and enabled by targeted stretch and retention activity
- Build appropriate development activity, ensuring our investment is targeted correctly
- Assess individual readiness for role moves, ensuring talent is supported to transition to new roles laterally or vertically
- Develop promotion criteria, gaining buy in from key stakeholders to utilise consistently
- Support the diversification of our populations and pipelines, ensuring that our talent approach is free from bias and discrimination and in support of our Diversity, Inclusion and Belonging strategy
- Create an emerging talent strategy, ensuring a ROI on our apprenticeship levy
- Work with the talent acquisition team to ensure the apprenticeship resourcing processes identify talent in line with strategic objectives
- Develop a career development approach to develop pipelines within department and cross department, simultaneously increasing internal talent mobility, employee engagement and reducing turnover where most required
- Align our talent acquisition and talent development approaches to drive consistency, enabling a smooth and connected employee experience

Key Areas of accountability and Key Performance Indicators (KPIs)

Key areas of accountability:

Strategy Design

- With the support of the Talent Director, determine and design the LBS Talent Management approach, utilising faculty expertise, external research and internal consultation. Ensure the approach reflects new thinking and best practice.
- Ensure the strategy is bought into by all levels of leadership & management, and staff.

Process Design

- Design the talent management methodology to achieve the strategy, ensuring it is fit for purpose across all departments, considers the end user's capability and time requirements, addresses the confidential / transparent debate, is free from bias and discrimination, and tackles consistency versus flexibility needs.
- Analyse existing people data to determine the existing talent mix and ensure processes designed support our stated desire that everyone belongs and thrives.
- Determine the link with our performance management process.
- Review systems needs and proposes options in line with available systems and budget

Implementation and Collaboration

- Shape approach, pilot and plan full roll out in line with departmental needs, capacity and appetite, identifying and working with key influential leaders
- Propose implementation timescales taking other planned People activity into account and the capacity of our stakeholders to engage with the process
- Construct an education and engagement plan to ensure buy in from all teams.
- Collaborate with Strategic People Partners to brief, implement and facilitate the talent management process, ensuring tangible outcomes and progress updates with each department and across the school.
- Work with fellow talent and learning colleagues to design and deliver targeted development and retention activity for high value populations.
- Applies psychometric testing within a development context to increase participants self awareness, shape development planning and assess potential where possible

Analysis and Reporting

- Collaborate with the Data Analyst to build the reporting and insight mechanisms required to manage, interpret and utilize talent data, as well as reporting progress over time.

Knowledge/Qualifications/Skills/Experience required

- Experience of creating and implementing a talent management strategy from scratch
- Experience in a range of talent management methodologies, with the ability to scan the horizon, identify industry best practice and incorporate into the work
- Experience of managing multiple key internal and external stakeholders at all levels, listening and responding to strong and varied viewpoints, building effective relationships.
- Experience of generating consistency of approach, whilst meeting individual department needs
- An applied knowledge of viewing talent through a diversity, inclusion and belonging lens
- Qualified / experienced in applying a range of psychometric tests for development purposes
- Drive, tenacity and determination

- Excellent communicating and influencing skills, with the ability to build effective relationships, collaborate and bring others along on the journey
- Strong project management, planning and personal organization skills
- Data analysis to identify trends and generate insight

Resources including team management

Talent development budget

Staff	0
Budgets	<p>Section of overall Talent development budget</p> <p>Will need to create the agenda to determine ongoing budgetary requirements</p>
06/0	06/07/21