

JOB DESCRIPTION

Job Title	Talent Development Advisor		
Reports to	This role reports jointly to the Associate Director, Talent Management and Learning and Development Manager		
Department	People		
Job Family	Business Services	Level	3

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 of proactive advice, support and talent 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, Talent (Talent Acquisition, Learning & Development, Talent Management, Diversity Inclusion & Belonging and Employee Experience) and People Services (Operations, ER, Payroll, Reward and Pensions). The team works closely with Heads of Departments, leadership teams and line managers to support them in achieving their business goals through their people.

Job Purpose

Having recently launched our approach to talent management as part of our 5 Year Plan, we need to align the School's talent and learning & development offer to support our people with their current performance and future growth. We also need to implement clear and simple guidance to maximise utilisation of the apprenticeship levy to upskill and reskill existing employees, as well as hire new apprentices to support the development of our internal talent pipeline.

The role holder will:

Talent Management

- Work with the Associate Director of Talent Management to plan and manage the School's talent management processes, ensuring alignment with the School's strategic priorities
- Work with Heads of department and Strategic People Partners to review talent actions flagging any risks to the Associate Director of Talent Management in a timely manner.
- Co design and build the required targeted talent development solutions for specialist and high potential talent
- Contribute to the design and build of a talent management database and ensure all data is kept up to date, confidential and utilised appropriately

Apprenticeships

- Work with Associate Director of Talent Management to build internal knowledge and awareness of apprenticeships to co-determine which programmes will be of most value for the School and its colleagues now and for the future
- Work with external providers to deliver new apprenticeship programmes
- Continue to develop own knowledge of apprenticeships to keep abreast of legislative changes, helping to shape the School's approach to upskilling, reskilling and hiring new apprentices.
- Build and maintain relationships with apprenticeship providers (new and existing) and other key stakeholders including community groups, employees and people managers.
- Measure the effectiveness of our apprenticeship programmes working closely with managers and apprentices to assess impact.

Learning and Development

- In line with the results of a recent learning needs analysis, design bespoke innovative blended learning solutions and online resources using tools such as our LMS Canvas and Articulate in line with School needs
- Manage the relationship with external training providers, sourcing new partners when necessary
- Deliver virtual and hybrid training sessions (with or without the L&D Manager) on a variety of topics e.g., enabling performance
- Create and implement a formal mentoring programme to support staff to form purposeful connections

- Design a new approach for job shadowing and coaching at the School
- Manage the end-to-end Degree and Executive Education application process to be able to offer world-class faculty –led learning to our staff
- Manage the end to end external learning application process, which consists of funding individuals to undertake specialist or bespoke learning required for specific roles

Across both areas

- Contribute to communication campaigns across learning and talent initiatives via staff emails, team channels, the hub etc. In order to enhance our learning culture
- Design a career toolkit to help staff take ownership of their personal development and career growth
- Measure effectiveness of learning and growth initiatives to understand impact and ROI

Key Areas of Accountability and Key Performance Indicators (KPIs)

Key areas of accountability:

Delivery and Support

- Apply specialist knowledge and experience in talent management and L&D to deliver quality services in line with defined processes, escalating queries or tasks outside one's own knowledge.
- Design and develop fit for purpose talent management and L&D tools and resources to support continued growth and development of our people.

Analysis and Reporting

- Manage talent data and evolution of a talent management database to aid decision making around our talent and succession pipeline
- Analyse existing people data to ensure gaps are identified and addressed quickly.
- Support the review of systems needs and proposes options in line with available systems and budget
- 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.

Collaboration

- Collaborate closely with internal stakeholders, including employees, people managers and school leaders and external partners such as apprenticeship providers, L&D partners and LBS community groups
- Work across a range of LBS colleagues at all levels to gain input on new and existing talent and L&D initiatives

Process Improvement

- Research a range of best practice solutions with recommendations to continually improve the services offered to the School
- Plan and deliver a range of straight forward talent and L&D projects to enhance and develop existing services
- Contribute to the creation and development of policies and guidance for talent and L&D at the School

KPIs

- Delivery of high-quality service in talent management and L&D.
- Production of high-quality talent reports, with the identification of trends and issues.
- Work delivered on time and to agreed quality standards.
- Development of relationships within and outside the team, and positive feedback from colleagues.

Knowledge/Qualifications/Skills/Experience required

- Experience of working in a collaborative talent management / L&D environment
- Learning / training design and delivery experience
- Experience in a range of talent management methodologies, with the ability to scan the horizon, identify industry best practice and incorporate into the work
- Awareness of apprenticeships and how they contribute to building individual and organisational skills and capability
- Data analysis to identify trends and generate insight
- Experience of collaborating with multiple stakeholders at different levels
- Drive, tenacity and determination with a completer-finisher mindset
- Excellent communication skills, with the ability to build effective relationships, collaborate, listen and respond to business needs
- Strong planning and personal organisation skills
- Ability to learn and impact quickly

Staff	0
Budgets	
Date Updated	17/01/23