

Job Description: Early Careers Lead



Function:	Transversal HR
Job:	Continuous Improvement Analyst
Position:	Early Careers Lead
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Sue Davison – Head of Apprenticeships
Position location:	Salford main office and homeworking.

1. Purpose of the Job – State concisely the aim of the job.

- To be the ambassador for early career strategy adoption in the organisation and influence the necessary cultural change
- To deliver social value accounting and drive external recognition of Sodexo's early careers offer
- Work collaboratively with the team to ensure a cohesive and agile working environment that has personal development, team and company growth at the heart of everything we do.

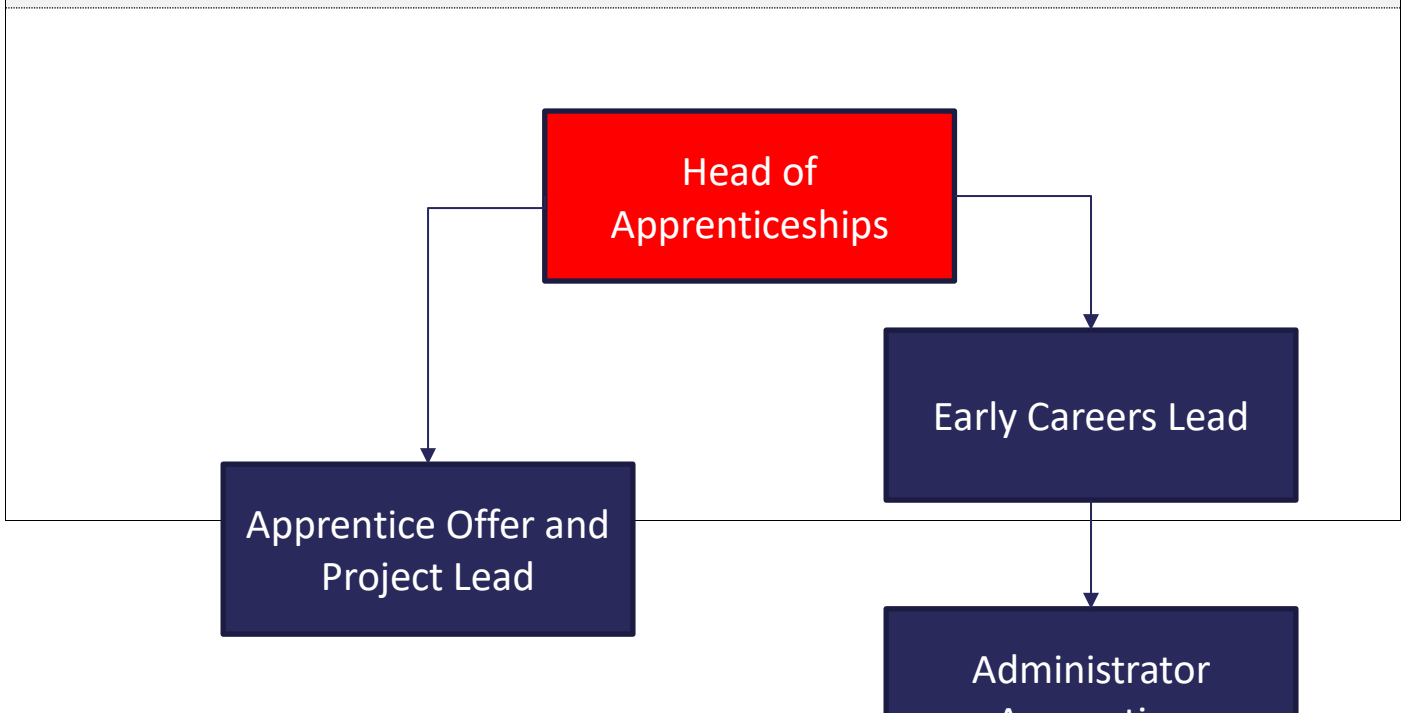
2. Dimensions – Point out the main figures / indicators to give some insight on the "volumes" managed by the position and/or the activity of the Department.

Revenue FY13:	€tbc	EBIT growth:	tbc	Growth type:	n/a	Outsourcing rate:	n/a	Region Workforce	tbc
		EBIT margin:	tbc			Outsourcing growth rate:	n/a	HR in Region	tbc
		Net income growth:	tbc						
		Cash conversion:	tbc						

Characteristics

- Approximately 1000 learners, 67 programmes and 40 external providers
- Work externally with Government agencies and business clients
- Adhere to legislation set out as part of the funding rules and remove risk from the organisation

3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.



4. Context and main issues – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- Navigating through a complex matrix management organization
- Identify business contacts across operational and transversal teams understand demand, challenge current mindset to deliver a viable solution
- Use external resources and current insight to develop the early career strategy
- Ability to lead multiple workstreams within a high volume fast paced team
- At all times work within the legalisation set out by the government funding bodies
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5. Main assignments – Indicate the main activities / duties to be conducted in the job.

- Work collaboratively with the wider professional family to deliver the early career offer inc. apprenticeships by breaking down barriers to learning.
- Supporting the Head of Apprenticeships delivering the team strategy and social value agenda.
- Reduce skills shortages by working with emerging talent and reskilling of people for future career
- Drive personal and company growth by having a strategic lens on future needs and demand
- Liaise with the business to be a knowledge point and advocate of early careers
- Manage resources that will support the guidance and growth of the early career's strategy
- Utilise business contact and networks to explore potential opportunities and bring new initiatives into the business.
- Understand business strategy and policy around apprenticeships and early careers and ensure guidance is clear, understood and aligned with best practice and legislation
- Be a strong advocate for apprenticeships and early careers to drive a culture of change building trusted relationships with all heads of business segments.

6. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- Working with the Head of team to convert Government initiatives into tangible offers that will allow Sodexo to demonstrate social value and ROI
- Deliver against a set of business agreed KPI based and business analytics and marketplace insight that demonstrates growth in attraction and hires of early talent into the organisation
- To work autonomously to provide solutions to support the above
- Demonstrate leadership behaviours that be recognised as future leadership talent

7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

- Learning and Development CIPD L5
- Experience of designing and implementing learning programmes – specific knowledge of early careers programmes is advantageous
- Experience of small project development
- People management experience
- Experience of working successfully with charity and employability partners for early talent attraction
- Demonstrate understanding of working with senior stakeholders and driving change programmes

8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

<ul style="list-style-type: none"> ▪ Growth, Client & Customer Satisfaction / Quality of Services provided 	<ul style="list-style-type: none"> ▪ Leadership & People Management
<ul style="list-style-type: none"> ▪ Rigorous management of results 	<ul style="list-style-type: none"> ▪ Innovation and Change
<ul style="list-style-type: none"> ▪ Brand Notoriety 	<ul style="list-style-type: none"> ▪ Business Consulting
<ul style="list-style-type: none"> ▪ Commercial Awareness 	<ul style="list-style-type: none"> ▪ HR Service Delivery
<ul style="list-style-type: none"> ▪ Employee Engagement 	
<ul style="list-style-type: none"> ▪ Learning & Development 	

9. Management Approval – To be completed by document owner

Version	V1.1	Date	Sept 2021
Document Owner	Sue Davison		