

Job Description:
Talent Manager

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| Function: | HR |
| Position:  | Talent Manager |
| Immediate manager (N+1 Job title and name): | Head of Talent Management |
| Additional reporting line to: | NA |
| Position location: | UK & Ireland |
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| 1. Purpose of the Job – State concisely the aim of the job.  |
| * To provide excellence in end-to-end talent management practice.
* To partner with business leaders to enable the delivery of Talent Management solutions to maximise people performance, strategy and workforce planning to significantly contribute to towards strengthening business performance
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| 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. |
|  Head of Resourcing |

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| **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. |
| * Drive internal mobility
* Support workforce planning for capability of business growth
* Improve agency spend through internal mobility
* Support talent identification, ensuring robust methods are in place
* Hold career coaching conversations, ensuring effective development plans are in place
* Deploy talent across the business, ensuring business demands are met, managing the succession pools
* Manage the relationship of internal stakeholders
* Stakeholder engagement and development
* Contribute to the future of the business by ensuring we are fit for purpose
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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Interpretation of strategic plans, in partnership with key stakeholders, to determine current and future talent requirements
* Point of expertise for HR Business Partners on Talent Management
* Use of Talent Analytics to identify areas for improvement and develop interventions for change
* Engage with segment HR Business Partners to forecast, plan and prioritise talent needs on a short, medium and long-term basis.
* Encourage effective communication between senior managers and stakeholders through implementation of communication best practice, in line with Group
* Promote best practice across the business, presenting Talent activities in a clear and concise way ensuring managers implement policies and practices
* Work with the HRD and segment HRBP’s to ensure the effective facilitation and delivery of Talent calendar events throughout the business, including Employee Engagement surveys, Talent frameworks, Performance Management cycles etc
* Provide complete business overview to support Segment HRBP and HRD with the facilitation of Talent Management, Succession Planning and leadership development at a local level
* Work with line managers to identify key talent and devise plans to retain within the business
* Partner with managers and HR to ensure that there is a robust planning process which captures the current and future people needs.
* Provide specialist advice and guidance to managers on the most appropriate talent available for a role.
* Maintain internal talent communication – promoting timeframes, methods and deadlines for talent reviews.
* Hold career conversations with internal talent to support their development and deployment to other positions within the company
* Partner with Talent Development Specialist to share feedback from talent career conversations, passing on development requirements.
* Support a coherent workforce strategy for the region which incorporates the existing skillset and the future demands.
* Attend strategic workforce planning sessions with leadership teams.
* Ensure effective succession plans are in place for business-critical roles
* Work closely with resourcing to ensure the smooth flow of talent across the organisation
* Support initiatives / programs concerning talent identification and development
* Report on all talent metrics and deliver against KPIs of quality, time, line manager experience, each routinely tracked and reported against.
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| 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. |
| * Ensure robust talent identification across the business and drive communication on talent reviews, promoting deadlines and expectations
* Visibility of all talent, succession pools, understanding career aspirations and sharing appropriate opportunities to increase deployment
* Promote talent to managers and HR Business Partners to increase deployment across the region
* Ensure effective succession pools for business-critical roles and work with resourcing to align pipeline of candidates.
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| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| **Essential*** *Proven experience establishing credibility with stakeholders*
* *Personal Organisation - highly organised and disciplined in managing own workload*
* *Demand Management - must be planful & disciplined in engaging with the business to identify future needs and demonstrate value-add through developing a pipeline of talent. This requires the ability to consult and plan as well thinking ahead.*
* *Skills and experience in process improvement - a proven ability to find leaner, more effective and efficient methods to implement in talent management to add value to the business*
* *Influencing and facilitation skills - able to relate effectively to a large and diverse community of managers, understand their needs and be flexible and responsive to them, yet at the same time resilient and assured in communicating best practice, applying expertise and following company policies and procedures*

**Desirable*** *Significant experience in talent management -* who can demonstrate both a sound comprehension of what excellence looks like in the process, as well as a demonstrable track record of delivery
* *Experience in a business partnering role, ideally on a national level, able to consult and gain buy in*
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| 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
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| * Growth, Client & Customer Satisfaction / Quality of Services provided
 | * Innovation and Change
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| * Rigorous management of results
 | * Business Consulting
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| * Brand Notoriety
 | * HR Service Delivery
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| * Commercial Awareness
 | * Workforce planning & Talent Management
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| * Employee Engagement
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| * Leadership & People Management
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