



Job Description

1. Job Specifics

Job Title:	Talent Adviser
Reports to:	Head of People Services
Location:	Slough

2. About the role

Role Purpose	Working in partnership with management, provide a commercially focused Talent advisory service, to defined areas of the business, designed to drive employee engagement, development and retention, whilst limiting employment risks and maximising productivity
Duties & Key Responsibilities	<ul style="list-style-type: none">• Work with line managers to proactively manage all employee issues such as performance, grievances, conduct and capability. Provide recommendations that meet the requirements of the business whilst acting as People Champion• Support line managers with the onboarding process and coach managers in effective performance management techniques, including robust objective setting and regular performance conversations• Advise and coach line managers to effectively address long term sickness, team dynamic and other difficult situations• Support business integration activities and manage the people aspects of restructures• Provide subject matter expertise in relation to department projects, such as policy and workshop development• Recommending and actioning authorised process improvements as appropriate• Promote business values and behaviours in order to maintain a positive work environment
KPIs & SLAs	<ul style="list-style-type: none">• Reduction of regretted leavers/leavers with <1 years ' service• Timely & effective management of misconduct, underperformance, short and long term absence

Key Working Relationships	Line Managers and Heads of Department, People Partners , PS Co-ordinators, L&D Co-ordinator
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3. About You	
Skills & Abilities	<ul style="list-style-type: none"> • Must be comfortable working at speed and with urgency, whilst maintaining attention to detail • Sound risk management capability coupled with pragmatic problem solving orientation • Effective stakeholder management and coaching skills • Confident oral communication and clear, succinct written communication is essential • Logical thinking style with a methodical approach to work • Collaborative and flexible style with the ability to adapt approach in line with changing business needs and personalities • Confident with data and MS Excel
Experience	<ul style="list-style-type: none"> • Significant experience of ER case handling , through to ET, in a performance driven environment • Experience of multi-site, knowledge worker environment essential • Exposure to TUPE would be advantageous
Knowledge	<ul style="list-style-type: none"> • Strong practical understanding of employment law • Sound understanding of equality and diversity in the workplace • Understanding of mental health awareness • Appreciation of consulting and/or services businesses helpful
Personal Attributes & Other Requirements	<ul style="list-style-type: none"> • Degree in Business or Psychology preferred (or similar) • Achieved or actively working towards CIPD Chartered Membership (MCIPD) • Emotional resilience, able to deal with ambiguity • Energy, enthusiasm and confidence with strong desire to continue learning and keen to progress career • Up to 40% travel to other sites within UK