

# East of England Co-operative

## Job Description –Talent Acquisition & Development Leader



Location	Wherstead Park, Ipswich ( <i>hybrid working basis</i> )
Department	People Team
Reports to	Chief People Officer

### Job Purpose:

*To help us on our journey to become the East of England's most valuable organisation; we are playing to win by focusing on, growing our business, widening our membership appeal, delivery of brilliant basics, and being a place for people to grow*

Our Talent Acquisition and Development Leader will lead the high-quality delivery of talent acquisition and development within our co-op, which places skills and people capabilities at the heart of our talent strategies.

### Our Co-op Values

*Performance in your role depends as much on **how** you perform as well as **what** you do. Use your skills and behaviours to be a positive member of your team, being a role model for Our Co-op's Values.*

 <i>Do the right thing</i>	 <i>Unstoppable</i>	 <i>Stronger together</i>	 <i>A place for people to grow</i>
<p>This value reminds us of where we've come from and why we're here. It celebrates and helps us to build upon our unique past and gives us the authority to put doing the right thing first. We'll make decisions that help to save our planet, and work hard to show we can be trusted to do the right thing for the wider community.</p>	<p>This value unleashes our potential, to lead change in a way that's exciting. We'll embrace change, challenge norms and have the courage, and permission, to try and fail and learn from our mistakes.</p>	<p>By harnessing the talents and energy of our co-op and the communities around us, we can make a greater impact and enjoy the benefits of being a co-operative.</p>	<p>It's important that we help every one of our colleagues to expand their knowledge, skills and experience, to help achieve their full potential. We want our colleagues to be excited to continuously learn, share new ideas, and be rewarded for their effort and positive impact.</p>

### Principal Accountabilities:

#### Accountability 1: Leadership

- Lead, develop and coach the Talent Acquisition & Development team to ensure they can perform at their best in line with our values, ensuring appropriate capabilities within the teams are maintained and developed.

- Ensure colleagues receive regular feedback regarding their performance, and support colleagues with their own development goals (e.g., through coaching, arranging additional training opportunities) on an on-going basis, and through our co-op's performance development process.
- Establish a culture which promotes the wellbeing of our colleagues, and within which they feel supported in achieving their full potential.
- Effectively communicate with colleagues so they are fully aware of the priorities, performance and goals of the People Team as well as the wider business.
- Strive to achieve high team engagement, taking account of colleague feedback and survey results.
- Lead any team recruitment and on-boarding activities in line with best practice guidelines, ensuring we hire the right people for our business and support their successful development in line with our co-op's Values.
- Promote a flexible approach to working.

### **Accountability 2: Operational Leadership**

The oversight and leadership of our people, processes, systems, and providers in relation to:

- Developing and implementing effective recruitment strategies that will promote our employer brand to attract talent to our co-op and enhance our profile as an employer of choice.  
Oversight and development of the processes relating to our recruitment life cycle from identifying job requirements; sourcing of candidates by leveraging various channels such as social media, job boards and networking events; screening and selection processes; and working in partnership with the People Services Delivery Team to deliver a seamless offer and on-boarding process.
- The attraction and development of external and internal talent through building on our existing apprenticeship programmes, and development of other programmes to support recruitment into entry level positions.
- The design and delivery of colleague development programmes to acquire and develop people skills to enhance performance in line with our values.
- Develop and embed a future-fit way of learning, through agile practices and adopting a digital approach to learning, including how we leverage our Learning Management System (LMS) and any additional Learning & Development related platforms.
- Ensuring that Inclusion and Diversity principles and best practice are incorporated into our recruitment and development activities to include effective processes, training, and partnerships with organisations in our local communities.
- Developing strong relationships with stakeholders across our co-op to ensure that recruitment and development strategies align with business goals and objectives.
- Keep up to date with industry trends, best practices and emerging technologies relation to talent acquisition and development.
- The collation and analysis of talent acquisition and development data and metrics to enable effective measurement of our processes and programmes and to understand opportunities for improvement.

### **Accountability 3: Supporting Business Leaders to Develop People Capability**

Work with stakeholders including business leaders and People Partners to:

- Help the organisation understand current and future skills requirements that will enable our co-op to meet its strategic goals.
- Consult and collaborate on business problems and opportunities that include but may not be limited to learning interventions.
- Supporting the Talent Identification and Development processes.
- Support subject matter experts to deliver operational training in line with best L&D practices.

### **Essential Skills, Knowledge & Experience:**

The Talent Acquisition and Development Leader should have a strong business acumen, excellent people skills, and the ability to work collaboratively with different stakeholders to achieve the organisation's talent acquisition and development goals.

- **Leadership:** Strong leadership skills, with the ability to lead, motivate and inspire a team, foster a positive work environment, and encourage teamwork and collaboration.
- **Communication skills:** Excellent communication and people skills, with the ability to communicate, persuade and influence effectively with all levels of the organisation, and to build strong relationships with colleagues, stakeholders, and external partners.
- **Continuous Improvement:** Skills and experience in establishing root cause of issues / opportunities for improvement; along with the ability to shape and design solutions alongside the expertise and input of others.
- **Planning & Organising:** The ability to determine goals and priorities and to assess the actions, time and resources needed to achieve those goals; balancing longer term objectives with regular operational activities.
- **Business Orientation:** Understands our business operations with the ability to align Talent strategies and initiatives with business goals.
- **Data Insight:** Strong analytical skills and experience in using data to identify opportunities for improvement and make informed decisions and recommendations.
- **Talent technical expertise:** In-depth understanding of the latest talent acquisition and development trends, tools, and technologies and be able to apply this knowledge to create effective talent strategies.
- **Talent Experience:** Experience in developing and implementing Talent acquisition and development strategies and managing recruitment life-cycle processes and colleague development programmes.
- **Confidence in using Microsoft software products** such as Word, Excel, PowerPoint, Outlook, and Teams.

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### Other Requirements

- This is a hybrid-working position which will require you to balance time in our office and working from home (for which you will need a suitable workspace and broadband facilities) or sometimes from other sites.
- Some flexibility on working hours may be required to provide support to our retail business.

### **Desirable Skills, Knowledge & Experience:**

- Experience in a multi-site Retail or other FMCG environment would be advantageous though not essential.
- Experience with HR technology systems within talent acquisition and development is desirable.

*This job description is not exhaustive but outlines the key accountabilities for this role which may be subject to change according to the needs of our co-op*