



# Talent and Development Manager

## Job Description



## Talent and Development Manager

### Location:

Leeds

### About the role

Reporting to the Chief People Officer, the Talent & Development Manager will create a resourcing and 'career hub' for the Company, primarily managing recruitment of all roles and providing strategic direction and facilitation on talent, learning, career and development, across the Company. The focus will be on cost savings by managing recruitment in-house in a timely manner and to the highest standards, establishing the Company's profile in the market and online and sustaining a supportive, inclusive, diverse and stimulating culture.

The Career Hub should provide advice and career opportunities across the business, presenting development plans, individual career 'roadmaps' and training programmes to retain great talent and underpin the business strategy/deliverables for the Company.

### What you'll be doing

- Working closely with the CPO and Senior Management Team, understand the structure, resource plans, priorities and business strategy to plan and gain buy-in for the Resourcing activity for the year.
- Agree the Plan and budgets with the CPO for recruitment advertising and sourcing and, working closely with Marketing, agree branding, the Company's USP and any aspects required to promote and attract suitable candidates to the business.
- Identify the most appropriate and effective online recruitment sites to partner with for the resourcing requirements. Establish and negotiate agreements with the job boards/selected media, such that the Xalient roles are well represented and feature on first page search engines. Run targeted campaigns for certain roles/skills sets.
- Manage and drive the entire recruitment process, keeping managers updated with progress, organising job/people specifications, criteria, interviews, assessment tools and offers. Qualify prospective candidates comprehensively to reduce wasted management time and ensure accuracy of fit for the role and culture.
- Highlight and advise managers if there are any issues/inhibitors to recruitment, in a timely manner, providing solutions for improvement.
- Communicate regularly with the Management Team to obtain feedback and seek ways to improve the service and support.
- Work closely and in collaboration with the HR Manager to understand requirements for existing employees in all geographies and every department, in respect of training and development requirements.

- Lead, develop and implement talent development strategies within the Company, providing a learning environment, career progression, thought leadership and demonstrable values of inclusivity, responsiveness and care. Ensure all initiatives extend to every location and cover all professional disciplines.
- Devise a Development programme for all Leaders to understand how to sustain the Development initiatives and support their teams to benefit and achieve their individual goals and aspirations. Improve Manager competence and capability in this regard.
- Embed the plans and practices for talent management and development programmes for every professional discipline across the Company, to fully utilise and realise the potential of our people and meet future and changing business needs. Understand how activity impacts attrition rates and work with the HR Team to ensure a low and consistent level of attrition overall.
- Lead the development and delivery of coaching and mentoring capability. Improve the Mentoring programme to ensure a high percentage of employees benefit from an appropriate Mentor. Drive a regular programme of Mentor training for those nominated and ensure a regular interface with their Mentees.
- Ensure the provision of creative and agile learning facilities to recognise individual needs/abilities, competency and behavioural frameworks.
- Ensure employee engagement through career and personal development, providing career progression guidance and scope, within the structure of the business.
- Create a 'knowledge sharing environment', using different media and platforms, suitable for the Xalient environment, across all geographies.
- Devise a Communication Plan which consistently informs the teams of options, initiatives and schemes they may participate in. Use this platform for enrolment, outcome/results and recognition of achievements. Use these activities to promote careers across the Company, attracting high calibre candidates and unsolicited applications.
- Act as an Ambassador of the Company at all times in your interface with candidates and suppliers.
- Manage and maintain the PeopleHR System, keeping it updated and providing reports as required in respect or recruitment activity/progression and training programmes and matrix
- Manage and deliver the Apprenticeship Programme, aligned with the business planning and organisational structure. Create strong relationships with relevant, targeted Universities to help promote Xalient and vacancies on campus and over social media. Ensure that the programme is managed well internally, with comprehensively defined coaching/training and development programmes for all Apprentices. Seek feedback from the Managers and Apprentices to continually improve the programme.
- Assess the Performance Reviews to understand if assistance is needed to develop or progress the individual. Work with the relevant Manager and HR Manager, to understand if there are other factors to take into account.

- Work with the Finance Department to manage the training and recruitment budgets. Liaise with the CPO to secure any government grants for support with training and equipment.
- Promote the Training and Development programmes internally, ensuring an awareness of options and availability. Use Sharepoint to keep videos and other information loaded and updated.

## What you'll need

Demonstrable experience in the following areas:

- At least 5 years' experience within Recruitment and Development, preferably in a Technical environment.
- Track record of driving effective Talent and Recruitment programmes, that have demonstrably made a difference to the work environment, budget, culture and retention of staff, preferably within a technical environment.
- Knowledge of and understanding of HR principles and practices, to implement Training, Development and Coaching initiatives in a fair and equitable manner.
- Experience of managing and monitoring output of programmes to ensure they are suitable for the company, culture and continually improved.
- Ability to work in a fast-paced, entrepreneurial, results-oriented culture
- Strong team player as well as a proactive individual contributor.
- Highly articulate with an excellent command of the English language and ability to adapt to communicate well and appropriately at all levels.
- Creative with an ability to conceive interesting and compelling initiatives for recruiting and retaining employees
- Ability to work under pressure meeting tight deadlines whilst demonstrating a positive and always constructive approach to work
- Self-motivator, results and quality orientated, good organisational skills, attention to detail, positive helpful attitude
- Ability to prioritise work efficiently and productively and manage your time well.

## Educational Qualifications

- Minimum Academic Level: GCSE's
- Ideal academic level: A-Level

## Here's a bit about us

At Xalient we design, build and manage software-defined solutions and services that help global enterprises become more resilient, adaptable and responsive to change. We're an innovative and young technology services company with around 50 employees, most based in Leeds, that helps large organisations connect their people and locations across the globe and protects them against growing cyber threats – shameless namedrop, but we're proud to call Kellogg's, Keurig Dr Pepper, Mondelez & Hamleys our customers (and that's just a few of them!).

Our diverse and dedicated team of business and IT consultants, technical experts, and service delivery professionals come together every day to achieve the same goal – exceeding our customers' expectations.

Our employees' backgrounds and experiences are as diverse as their personalities, but they all have one thing in common – their Xalient DNA.

These are the qualities and traits we ask of everyone at Xalient: we care passionately about our clients and the work we do; we challenge conventional thinking – and find innovative and pragmatic answers to the toughest client challenges; and we enjoy being at the forefront of our industry, so we are constantly learning, developing and bringing new service innovation to our clients.



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