

# Job Description and Person Specification

Role: Employee Engagement and Talent Advisor



## Job Description

<b>Job Title</b>	Employee Engagement and Talent Advisor
<b>Grade</b>	G7
<b>Service</b>	Human Resources – People & Culture
<b>Reports to</b>	Employee Engagement and Talent Business Partner
<b>Location</b>	One Friargate and Remote Working
<b>Job Evaluation Code</b>	A5656



## About Coventry City Council

**Who we are:** At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

**Our aim is simple** – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

**Our Values:** We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



## About the Service your team will provide

### Purpose of the role

To support the Employee Engagement and Talent Team to implement a range of employee engagement and development initiatives, aimed at improving the employee experience throughout the different stages of the Employee Lifecycle, to support the successful delivery of the Council's People Plan.

This is a great time to be joining us here at Coventry City Council. Our Human Resources Service is a professional service within the Council which supports the implementation of the Council's One Coventry Plan and leads on the implementation of our People Plan. Our vision is to be a diverse, innovative and inspiring place to work that enables our people to be themselves whilst performing at the highest levels to support the citizens of Coventry. Led by our Director of Human Resources, our Human Resources Service includes the following teams:

- People & Culture
- Employee Relations
- People & Business
- Occupational Health, Safety & Wellbeing

To assist us with the delivery and implementation of our People Plan and to support us with our future vision, we now want to appoint an experienced and dedicated Employee Engagement & Talent Advisor who will support the delivery of high quality, progressive, equitable and inclusive employee engagement and talent development provision.

## Main Duties & Key Accountabilities

### Core Knowledge

- Support the design, delivery, implementation, and evaluation of a range of employee engagement and talent development initiatives at various stages of the Employee Lifecycle, to help improve the employee experience
- Work in collaboration with colleagues across the People & Culture Team and wider HR Service to support the successful delivery of the Council's Employee Engagement Plan and People Plan
- Create a Talent Development Strategy/Framework to support the development employees in areas that align with the organisational vision and values, utilising approaches such as shadowing, mentoring, sponsorship etc.
- Support the development and delivery of a series of high-quality Positive Action talent development programmes to proactively assist the career development of employees identified as being under-represented across the organisation, in line with the Council's strategic ambitions

- Lead on the design, implementation and evaluation of talent development programmes and initiatives aimed at employees, including those who have been identified as having high potential, via the Council's annual appraisal process
- Support the delivery and evaluation of the Council's corporate graduate programmes, to help establish and maintain a pipeline of diverse, high-calibre future talent
- Support the delivery of the Council's coaching and mentoring offer, working closely with internal and external stakeholders to provide a high-quality service, which inspires and develops talent
- Help embed the Council's One Coventry Values and Behaviours in the implementation of all talent development, employee recognition and employee engagement related initiatives
- Work collaboratively with team members, HR colleagues and other key stakeholders to support the delivery of employee recognition events such as the Long Service and SPIRE Awards and promote to the wider organisation
- Support the roll-out of employee engagement surveys within the Council, to ensure high participation rates and the feedback of results to all employees, including those in frontline areas
- Undertake research and benchmarking for employee engagement, recognition and talent development initiatives, to identify best practice, and advise upon and implement changes to enhance the employee experience
- Establish and maintain strong relationships with HR colleagues, internal stakeholders and external partners, promoting a strong commitment to inclusivity
- Work closely with People and Culture colleagues to develop and implement a range of employee engagement tools and resources, and review these on a regular basis to ensure effectiveness, ensuring that Diversity and Inclusion sits at the heart of all interventions
- Utilise internal communication and engagement channels, including the Intranet, employee newsletter and Staff App to share organisational information with colleagues in an engaging way
- Any other duties and responsibilities within the range of the salary grade.

## Key relationships

<b>External</b> Training providers West Midlands Employers Other Local Authorities in the Region Other Public Sector organisations	<b>Internal</b> Employee Engagement and Talent Team People and Culture Team HR Management Information Team Digital Services Team, Pay & Reward Team Employee Relations Team Communications Team Employee Networks Service Directors/ Managers Trade Unions Other Council services and colleagues
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## Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

### Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

### Training

The postholder must attend any training that is identified as mandatory to their role.

## Responsible for:

**Staff managed by postholder:**

Employee Engagement & Talent Officer x2



## Person specification

<b>Job Evaluation Code</b>	
<b>Knowledge</b>	
Knowledge of how effective employee engagement and Positive Action talent development initiatives can add value within a large, complex public sector organisation	
Knowledge of how to shape people policy and frameworks that positively impact on the employee experience	
Excellent knowledge and application of planning, designing, developing, and evaluating the impact of talent development programmes	
Good understanding of the role employee engagement plays in creating a diverse and inclusive workplace, where everyone can thrive	
Up-to-date knowledge of employee engagement and talent development tools, techniques and methodologies, and how to apply them effectively in the workplace	
Good understanding of the role employee recognition programmes play in creating a positive employee experience within the workplace	
<b>Skills and Abilities</b>	
A self-starter requiring minimum supervision	
Ability to plan, manage and support projects, effectively and balance competing and conflicting demands	
Ability to facilitate groups and deliver training/ workshops to large audiences with varied needs	
Ability to analyse and interpret varied and complex information from several sources and synthesise into action plans	
Excellent communication and presentation skills; both verbal and written and encourages the sharing of views, listens, reflects and remains open to new ways of working	
Ability to provide constructive feedback, challenge thinking and influence outcomes to support a culture of continuous improvement	
Good interpersonal skills, approachable and flexible. Proactively utilising the diverse skills, strengths and contributions of teams, networks and partners	
Ability to work as part of a team involved in multi-disciplinary projects and develop and maintain constructive working relationships	
Models assertive and positive approaches in handling conflict, pressure and performance issues	
<b>Experience</b>	



Working across HR/OD/People and Culture teams or similar environment within a complex organisation
Broad experience of the design, delivery and evaluation of learning and development activities to deliver service outcomes
Experience delivering talent development and/or training interventions to a range of different audiences and measuring impact
Experience of implementing initiatives to retain and grow talent, including Positive Action programmes for under-represented groups
Digital literacy and experience using digital software including Excel, SharePoint, Word and Office 365 and PowerPoint
<b>Qualifications</b>
CIPD Qualification at Level 5 and/or professional experience of working within a HR, Learning & OD environment
Evidence of continuous personal development
<b>Special Requirements</b>
N/A

<b>Date Created</b>	14 <sup>th</sup> November 2023	<b>Date Reviewed</b>	19 <sup>th</sup> December 2023
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