

Job Description and Person Specification

Role: Employee Engagement and Talent Business Partner



Job Description

Job Title	Employee Engagement and Talent Business Partner
Grade	10
Service	Human Resources – People & Culture
Reports to	Head of People & Culture – Relationships & Development
Location	One Friargate and Remote Working
Job Evaluation Code	A5626



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 Chief People Officer, 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 Business Partner who will lead on the effective delivery and management of a high quality, progressive, equitable and inclusive employee engagement and talent service.

Main Duties & Key Accountabilities

Core Knowledge

- Lead on 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.
- Design and implement a range of initiatives to help retain talent, including the delivery of the Council's bi-annual employee recognition scheme, gathering regular feedback from key stakeholders to drive continuous improvement.
- Lead and line manage a team of Talent, Engagement and Apprenticeship professionals.
- Build strong relationships with HR colleagues, internal stakeholders and external partners, promoting a strong commitment to inclusivity.
- Manage the Council's onboarding process for new employees, ensuring an effective orientation to the organisation, their role and all essential policies and appropriate organisational knowledge to set them up for job success.
- Partner with senior colleagues across the HR Service to develop and implement effective workforce planning strategies within the Council.

- Lead on the delivery of the Council's Employee Engagement Survey, working closely with key stakeholders to embed any resulting actions.
- Manage and develop 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.
- Oversee the delivery of the Council's corporate graduate programmes, to help establish and maintain a pipeline of diverse, high-calibre future talent.
- Work in partnership with the Recruitment and Resourcing Business Partner and other HR colleagues, to design and implement strategies aimed at attracting top talent.
- Revise and embed the Council's Employee Engagement Plan, utilising a range of approaches to help strengthen the employee voice through formal and informal mechanisms, and improve the employee experience throughout the different stages of the Employee Life Cycle.
- Gather, analyse and present key employee engagement metrics to help support the delivery of key initiatives and prepare reports for key stakeholder in a timely fashion.
- Promote and drive a listening culture and build feedback mechanisms into employee engagement activities to enable employees to have an opportunity for open dialogue.
- Build and foster relationships across the organisation and with service areas to ensure employees are engaged and informed no matter where they are located or based.
- Work with colleagues within key stakeholders to enhance internal communication and engagement channels, including the Intranet, employee newsletter and Staff App to share organisational information in an engaging way.
- Any other duties and responsibilities within the range of the salary grade.

Key relationships

External Training providers West Midlands Employers Other Local Authorities in the Region Other Public Sector organisations	Internal Chief People Officer, Directors, Head of People & Culture, Employee Relations Lead, Line Managers, Communications Team, Digital Services Team, Transformation Team, Insights Team, Heads of Service, HR Colleagues, Trade Unions, Employee Networks
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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:

Workforce Planning & Apprenticeship Lead x1
Organisational Talent & Change Lead x 1
Apprenticeship & Career Pathways Officer x2
Project Support Officer (Apprenticeships) x1
Organisational Talent & Change Advisor x1
Employee Engagement & Talent Officer x1
Project Support Officer x1
National Management Trainee x1

Person specification

Job Evaluation Code	A562
Knowledge	
Excellent working 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.	
Knowledge of how to build a culture of trust across an organisation for employees and stakeholders.	
Knowledge of how to design approaches to drive and assess organisational culture and employee engagement across an organisation.	
Knowledge and understanding of embedding cultural change, behaviours and values in a complex and diverse organisation.	
Knowledge of how to align and evaluate employee voice tools (such as surveys) across an organisation.	
Expert knowledge of the role employee engagement plays in creating a diverse and inclusive workplace, where everyone can thrive	
Expert knowledge and application of planning, designing, developing and evaluating the impact of talent development programmes	
Excellent knowledge of the role employee recognition programmes play in creating a positive employee experience within the workplace	
Skills and Abilities	
Strong OD leadership skills and vision to create and sustain a culture of accountability, ownership and delivery.	
Ability to see the 'big picture' of how people and culture fit into the Council's Business Strategy/People Plan and goals.	
The ability to deal with ambiguity and make positive use of the opportunities it presents.	
The ability to engage, inspire and motivate a team, creating an environment where teams are actively encouraged to be innovative and proactive and are empowered to make decisions and take responsibility for those decisions.	
Leading and successfully delivering short, medium, and long-term projects.	
Ability to facilitate groups and deliver presentations to large audiences.	
Ability to analyse and interpret varied and complex information from several sources and synthesise into action plans.	
Exceptional communication and interpersonal skills and the ability to work with Senior Leaders and Managers, Members and Trade Unions.	
Self-motivated, high-performing, flexible and results driven.	

Experience
Substantial experience of implementing initiatives to retain and grow talent, including Positive Action programmes for under-represented groups.
Experience of driving employee engagement throughout the employee lifecycle.
Significant experience of working in an employee engagement and talent role in a large complex organisation with multiple priorities
Experience of facilitating two-way communication and engagement with employees including creating opportunities for focus groups.
A track record of presenting to and influencing senior leaders within an organisation.
Experience of leading and developing people within an OD setting.
Experience of implementing people related initiatives with a particular focus on benefits realisation and embedding cultural change.
Experience of acting as a positive change agent, proactively working in partnership with employees, managers and senior leaders to develop the organisation and its workforce.
Qualifications
CIPD Level 7
A leadership and management qualification at Level 7
Evidence of continuous personal development
Special Requirements

Date Created	30 th June 2023	Date Reviewed	5 th July 2023
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