

## **JOB DESCRIPTION: HR & Talent Development Manager**

<b>JOB TITLE:</b>	HR & Talent Development Manager
<b>SALARY:</b>	£37,150 - £40,600 (depending on experience)
<b>HOURS:</b>	37.5 hours per week. (Monday to Friday 8.30am to 5.00pm, with a one-hour unpaid lunch break.)
<b>LOCATION:</b>	HYBRID (2 days a week in our Charity Office in Roehampton and our Services across Wandsworth. 3 days a week to be worked remotely)
<b>CONTRACT:</b>	Permanent
<b>REPORTS TO:</b>	Head of HR

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### **JOB SUMMARY**

To lead upon the staff learning and development offering at BeyondAutism, as well as providing high quality practical and insightful HR advice to staff within the charity and school services. The post holder will oversee the line management and the development of the HR Data & Reporting Administrator and work closely with the SMT to manage talent within the organisation and along credible career paths.

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### **MAIN DUTIES AND RESPONSIBILITIES**

#### **HR Advisory**

- Work with the HR Advisor and HR Administrator to ensure timely and accurate advice and guidance is given to line managers and employees on HR employee relations issues, absence management, employment legislation, policies and procedures, referring requests for advice on complex employment matters to the HoHR.
- Provide in-depth support to line managers for employee relations cases minute taking and ensuring compliance to good practice.
- Provide support for the performance management system ensuring that it is completed on time each year and outputs are used to inform the talent and career development procedures.

### Procedures

- Lead the development of Training and Talent Management processes to ensure good practice is maintained and that BeyondAutism's approach meets the emerging needs of the organisation.

### Talent Management & Learning and Development

- Lead the development of an annual Training Needs Analysis drawing on the outcomes of the performance management process and with input from senior leaders to identify priority development needs.
- Prepare, coordinate, and facilitate the induction and onboarding process for new joiners.
- Develop an annual Training and Talent plan to prioritise and schedule training programmes and interventions.
- Provide a point of expertise for employee queries on CPD and training options and opportunities
- Work with the HoHR to commission training from third parties
- Manage the central training budget and input into the setting and use of school CPD budgets
- Manage the talent process to ensure clear succession thinking for key roles
- Work with the CEO, HoHR and SMT to develop career paths that help grow internal talent pool.
- Ensure that staff work with the HR Data and Reporting Administrator to keep their training records up to date via HR system.
- Optimise the use of online e-learning programmes to deliver timely and effective development at the point of need.
- Lead the development and deployment of the first line manager training programme.
- Work with the CEO and HoHR to develop appropriate bespoke development programmes for participants in the Fast-Track Development programme.
- Support the CEO and HoHR in the development of the Leadership Hub.
- Provide development support to the growth of the organisation by developing a portfolio of products that can enable us to train and integrate new hires as we grow.

### Payroll preparation and benefits

- Oversee the monthly payroll preparation by the HR Officer and HR Data and Reporting Administrator to ensure accurate and timely staff information is submitted to payroll (including all new starters, leavers, absence and other payment changes)
- Work with the HR Administrator to complete the salary and benefits review process, administering any pay changes following appraisals.

### General HR Administration

- To be familiar with and ensure compliance with the requirements of Safeguarding Children and Safer Recruitment, DfES, 2007, including attending training as required.
- Issue contracts, termination letters, and change letters to staff.
- Produce the monthly HR report for SMT and Trustee meetings.
- Conduct exit interviews and produce monthly, termly and annual reports on leavers.
- Support the HR Administrator with any data requests or updates required to maintain the HR database system and other electronic and paper-based filing systems.
- Ensure staff handbooks and organisational charts are updated frequently.

### General Responsibilities

- To understand, adhere to and actively implement all the policies and procedures of BeyondAutism
- To always safeguard children
- To undertake training as required
- Assist with other work, events and projects as needed
- Any other duties that the HoHR may reasonably require

### Additional Training Provided

As well as general on-the-job training, the successful applicant will also be required to train for the following key roles and areas of responsibility:

- Mental Health First Aid
- Behaviour Analysis in-house basic training
- Safer Recruitment

February 2023