

## Job Description

<b>Post title:</b> Talent Programmes Coordinator (Graduate)	<b>Post No:</b>
<b>Organisation Unit:</b> Organisational Development, Human Resources	<b>Date compiled:</b> December 2019
<b>Salary:</b> £23,500 p.a.	<b>Hours per week:</b> 37 <b>Weeks per year:</b> 52
<b>If fixed term, state duration:</b> From August 2020 to August 2021	
<b>Immediate line manager:</b> Leadership Development Consultant	
<b>Designation and grade of any staff supervised by the postholder:</b>	
Not applicable	
<b>Job purpose:</b>	
Responsible for coordinating the effective delivery of development programmes, including but not limited to Aurora Leadership Programme, NTU Staff Mentoring Programme and the Graduate Development Programme. Typically supporting the development and implementation of programme outcomes to meet specific University needs; working within a project team and with key stakeholders. As well as, working to agreed parameters of cost, timescales and quality standards.	
<b>Principal duties and responsibilities:</b>	
Coordinate programme deliverables, designing and delivering activities including but not limited to: recruitment, induction, and development workshops, to ensure programme solutions are strategically aligned and move seamlessly into operation:	
<ul style="list-style-type: none"> <li>• Support the determination of programme requirements, scope and objectives that meet defined outcomes</li> <li>• Support the project lead(s) (Leadership Development Consultant &amp; Talent Development Officer) in designing and disseminating of programme materials as required</li> <li>• Ability to summarise research findings accurately and concisely with good attention to detail</li> <li>• Coordinate project scheduling and activities; liaising with colleagues, customers and stakeholders as necessary</li> <li>• Undertake programme deliverables as required of the role within agreed timescales</li> <li>• Monitor programme activities to ensure deliverables are on schedule, taking corrective action as necessary, including supporting the programme lead in maintaining up-to-date project plans</li> <li>• Adhere to appropriate project management processes</li> <li>• Analyse potential risks and opportunities to ensure effective delivery of activities</li> <li>• Offer ideas, solutions and innovations that improve the effectiveness of programme practices and activities</li> <li>• Coordinate any programme events and meetings as required</li> <li>• Coordinate evaluation activities and reports that demonstrate business impact and learning from development programmes</li> </ul>	
Communication with stakeholders to keep them informed of programme matters:	
<ul style="list-style-type: none"> <li>• Act as a key point of contact colleagues, customers and stakeholders</li> <li>• Keeping the programme lead informed of the status of programme activities and issues that</li> </ul>	

may impact deliverables and customer/stakeholder relationships

- Proactively build and maintain relationships with key stakeholders: delivering key messages, promoting programme activities and providing project information as required
- Proactively identifying and utilising digital tools to communicate and collaborate with colleagues, customers and stakeholders
- Work in partnership with other University areas to achieve programme deliverables, e.g. HR, Marketing, IS, etc.
- Ensure that any problems are identified at the earliest opportunity and that solutions are identified and implemented. If necessary, escalate issues to the programme lead as appropriate to obtain the support needed to resolve the identified issues

Collaborating and communicating with team members:

- Participate in appropriate internal team communication mechanisms including regular Graduate Programme Steering Group meetings; Team meetings
- Support colleagues to design and deliver activities
- Communicate ideas for improving University processes with a positive and constructive attitude, and developing this attitude with others

Developing, applying and adhering to project management related processes:

- Develops and maintains a detailed knowledge of current working practice and developments within the working area of the role
- Keeps up to date on relevant emerging technologies linked to working area of the role
- Keeps up to date with new approaches and methodologies linked to working area of the role

Representing the department to the wider university and NTU externally on matters relating to the role:

- Establishes confidence and respect for the overall department function, the role's project work and personally
- Acts as a positive ambassador and advocate of the Graduate Development Programme
- Undertakes additional required work, tasks, project and development opportunities alongside your Graduate role in conjunction with other Graduates participating in the Development Programme

Other:

To carry out other duties as and when required

**Special requirements:**

**This position is only open to Graduates of Nottingham Trent University with a degree of 2:1 or above, who have graduated within the last 2 years.**

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All staff are expected to comply with the University's Health and Safety and Equal Opportunities policies in the performance of their duties.

**N.B.** The postholder may be required to undertake any other duties which may reasonably be required as within the nature of the duties and responsibilities of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the Job Description in specific terms.

<b>Job description drawn up by</b>	Amanda Stanford Human Resources	Dec 2019
<b>Approved for department by</b>	Human Resources	Dec 2019

