



Job Description & Person Specification

Post title: Talent Programmes Coordinator (Graduate)	Post No:
School or Department: Organisational Development, HR	Date created: February 2021
Grade: £23,500 p/a (Grade E)	Hours per week: 37
Fixed term end date (if applicable): September 2022	
Other requirements of the role:	
Immediate line manager: Talent Development Officer	
Title of posts line managed by postholder: NA	

Job purpose:

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.

Principal duties and responsibilities:

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:

- Support the determination of programme requirements, scope and objectives that meet defined outcomes
- Support the project lead(s) (Leadership Development Consultant & Talent Development Officer) in designing and disseminating of programme materials as required
- Ability to summarise research findings accurately and concisely with good attention to detail
- Coordinate project scheduling and activities; liaising with colleagues, customers and stakeholders as necessary
- Undertake programme deliverables as required of the role within agreed timescales
- 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
- Adhere to appropriate project management processes
- Analyse potential risks and opportunities to ensure effective delivery of activities
- Offer ideas, solutions and innovations that improve the effectiveness of programme practices and activities
- Coordinate any programme events and meetings as required
- Coordinate evaluation activities and reports that demonstrate business impact and learning from development programmes

Communication with stakeholders to keep them informed of programme matters:

- Act as a key point of contact colleagues, customers and stakeholders
- Keeping the programme lead informed of the status of programme activities and issues that 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:

- 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
- Be digitally curious, willing to identify and utilise different technologies when necessary

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.

Attributes	Essential	Desirable
Knowledge	Able to demonstrate a good working knowledge of Microsoft Office (including Office 365) products and other digital tools	Familiarity with project management process and methodologies
Skills	<p>Excellent communication skills(both verbal and written)at all levels and the ability to develop relationships quickly</p> <p>Meeting customer expectations through excellent customer focus and a solution driven approach</p> <p>Strong organisational skills with attention to detail</p> <p>Ability to influence others through persuasion and negotiation</p>	Ability to work proactively without supervision, exercising judgement and initiative as necessary

	<p>Ability to prioritise workload, exercise judgment, and meet set deadlines</p> <p>Ability to network effectively and work collaboratively with other staff within post department and University-wide</p> <p>Analytical and decision-making skills, with a clear and logical approach to work.</p>	
Experience	<p>Experience of delivering and analysing reports/information</p> <p>Working independently and within a team and dealing with unforeseen issues in ever changing circumstances</p> <p>Use a solutions-driven approach when dealing with unforeseen circumstances</p> <p>Experience of planning and organising events: meetings, conferences or seminars</p> <p>Exposure to preparing and presenting information in the form of updates or options for discussion</p> <p>Experience of managing a diverse workload</p>	<p>Communicating with professional and managerial staff</p>
Qualifications	<p>NTU Graduate degree of 2:1 or above within the last two years</p>	

Competencies

Essential Competencies	Desirable Competencies
<p>Team Working (Level 2) Leads aspects of teamwork, seeking and implementing improvements to the team's outputs/service and developing colleagues within the team. Challenges colleagues.</p> <p>Customer Focus (Level 2) Works to identify customer needs. Seeks feedback and develops service delivery accordingly. Influences and develops ideas to enhance customer satisfaction.</p> <p>Communication and Influencing (Level 2) Communicates information effectively to a wide range of diverse stakeholders, influencing events.</p> <p>Making Informed Decisions (Level 2) Uses analysis, reports and data to test the validity of options and assess the risk before taking decisions. Ensures optimum decisions are taken.</p> <p>Organisation and Delivery (Level 2) Plans time taking account of organisational priorities and other colleagues' work roles to achieve results.</p>	<p>Adaptability (Level 1) Willingly takes on new tasks/adopts new approaches as required as appropriate to job role. Participates in appraisal process and takes responsibility for keeping professional skills and knowledge up to date.</p> <p>Creativity and innovation (Level 1) Seeks out, reviews and integrates new ways of working into role.</p>

[N.B All competencies should be drawn from the NTU Competency Framework which can be found [here](#)]

Job Description and Person Specification created by: Talent Development Officer
