

# Leadership & Talent Development Specialist

*Define & Implement the strategies for Leadership, Talent and Skills across TP to enhance capability, drive efficiency and improve & Service Delivery*

## WHAT I AM ACCOUNTABLE FOR:

- Design, deliver and evaluate leadership, management and skills development programmes that enhance organisational capability.
- Provide expertise in apprenticeships and professional development pathways, ensuring compliance with levy and regulatory requirements.
- Support leaders and managers to develop inclusive, values-led leadership behaviours and effective talent conversations.
- Lead the communication, promotion and engagement of leadership, talent and skills offers.
- Conduct workforce skills analysis, identifying gaps and developing interventions to build future workforce leadership capability.
- Contribute to organisational change projects by providing leadership and skills insights.
- Maintain knowledge of emerging leadership, talent and skills trends, applying insights to practice.
- Ensure governance and quality standards are met across leadership and apprenticeship provision.
- Running impactful 1:1 coaching session with managers to support development and capability building
- Use analytics and qualitative insights to evaluate learning effectiveness, identify gaps and opportunities, and continuously improve the impact of leadership and talent development initiatives
- Contribute to the design and improvement of digital platforms that support access to learning and development resources.
- Contribute to talent development projects, including succession planning and early talent initiatives.
- Support the development of high-potential employees through structured programmes and mentoring opportunities.
- Collaborate with colleagues in HR, OD, and Workforce Planning to align learning and talent activities with wider organisational strategy.

## HOW I OPERATE

### Values Led Leadership

- I identify the need for growth in my colleagues and create opportunities for development
- I champion development, talent and career management for all colleagues
- I take personal responsibility for speaking up and helping to shape the organisation on what and how we deliver in order to succeed
- I create an inclusive environment allowing people to input into discussions and share their views and beliefs openly
- I am person centred in my approach with colleagues and clients
- I vary my approach to support and challenge where appropriate
- I seek to understand the needs of others and respond appropriately and respectfully

## WHAT I NEED:

### Skills \ Knowledge

- Significant experience in designing and delivering leadership and skills development interventions.
- Knowledge of apprenticeships, levy management and professional qualifications frameworks.
- Strong facilitation, coaching and influencing skills.
- Proven ability to build relationships and credibility with stakeholders at all levels.
- Analytical capability to use data and insight to shape talent and skills strategies.
- Commitment to equality, diversity and inclusion in leadership and skills development.
- Qualification in Leadership or coaching (Level 5 or above)
- Experience in leadership, talent and skills development.
- Excellent written and verbal communication skills.
- Familiarity with digital learning tools and platforms.
- Ability to work independently as an expert practitioner.
- Efficient in Microsoft packages