

## Job Description

**Job Title**

Early Career Talent Partner

**Responsible to:**

Direct Report – Talent Business Partner

**Main purpose of the job**

Drive and develop our early career strategy, “ROOT- *Raising our own talent*” with aim to attract the best early career talent and enhance our pipeline of home-grown, talented individuals who aspire to be our future leaders and valued contributors.

Working closely with Apprentices, Interns, Graduates and work experience students you will play an instrumental role in their experience, engagement and overall career development within the organisation.

**Principal duties and responsibilities –**

Own and develop our “ROOT” strategy to enhance employee experience and build a talent pool for the future.

Partner across the Group to understand business requirements and develop and lead the early career strategy deployment.

Support all aspects of the early year talent lifecycle including candidate attraction, assessment, on boarding and development and retention.

Work within the community and educational networks to promote Sertec and build future talent pipelines across Early career entry points providing opportunities for our current alumni to engage with the community ( e.g STEM, Open days, Career events)

Support early career employees and their leaders, ensuring a positive early careers experience for all parties

Maximise available funding and levy utilisation when supporting internal development plans

Support the talent and succession planning strategy with clear ownership of the Early Year career entry points

Contribute to the development of a culture of learning and continuous improvement, Supporting employee engagement, retention, and career progression.

Support the development of internal development programmes and initiatives that support our Early Year career employees.

Support the Sertec Group Communication strategy and work with key stakeholders to drive and influence strategic decisions relating to early career strategy.

Work with Talent Partner in the design, implementation and management of key projects and activities related to the people development cycle.

Act as the key point of contact for early career employees in relation to academic, pastoral and safeguarding needs.

Act as the key point of contact for educational bodies in relation to learner onboarding, management, and end point assessment facilitation.

Support budgetary planning with respect to Early Career Talent requirements.

**These duties are not fixed or limited, and you may be required to take on additional 'reasonable' duties as business needs change.**

Measurables / KPI's	Targets	Review Period
Deployment of Early Career Talent Strategy		
Improvement in Employee experience		
Expansion of Sertec Early Career offering		

Issued By:

Sign:

Date:

Accepted By:

Sign:

Date: