

Forward thinking
Straight talking



Talent Development Advisor

JOB SPECIFICATION

Gateley /

POSITION:	Talent Development Advisor
LOCATION:	Birmingham / flexible in the regions
CONTRACT TYPE:	Permanent

The *role*

As a Talent Development Advisor, you will join the Talent Development team in training and coaching our people to build the skills, behaviours, and mindsets needed to deliver Gateley's key strategic objectives.

The role will be aligned with two of our business platforms, enabling the successful candidate to build trusted relationships and gain deeper insights to the people and work within the platform areas in order to support talent development effectively.

Responsibilities & duties will include:

- Design and delivery of both virtual & face to face training workshops under our career development programme for all members of staff, but with a particular focus on employees from graduate entry level up to senior associate level and equivalent across the Gateley Group.
- Internal coaching to embed skills & behaviours to support career aspirations.
- Work with teams and individuals to create individual Development Plans and support people to implement and monitor progress against these.
- Design materials and resources to complement learning programmes.
- Facilitate team away days and other group sessions within the allocated business platform areas.
- Shared responsibility for the delivery of our Graduate Development Programme and Management Skills Development Programme, including onboarding, psychometric testing, assessments, training and coaching.
- Provide project planning and training support for our health and wellbeing, D&I and career aspiration initiatives. Working closely with HR and stakeholders in the business you will facilitate the onboarding of all new starters to the business.
- Work with our Head of Professional Regulation & Standards to ensure that staff are undertaking and completing all relevant risk and compliance training for their role.
- Support the Talent Development Director to organise and carry out workshops and other events under our wellbeing and career aspiration initiatives, Gateley Thrive and Gateley Inspire and to support with the delivery of workshops aligned with our responsible business agenda.
- Be an ambassador for the Gateley Group's legal & consultancy businesses, the Gateley brand, and the Talent Development team.

The Gateley Group operates a hybrid working policy.

Key Skills & Experience

- Excellent facilitation skills enabling you to deliver training workshops virtually & face to face.
- Design of engaging and outcomes focused training interventions.

- Previous coaching experience preferred.
- Strong written communications skills in order to create learning resources and guidelines to support training interventions.
- Experience in evaluating the quality and effectiveness of existing internal and external training programmes to maximise learner experience and improve the engagement, productivity and performance of our people.
- Contribute towards developing and implementing learning strategies and programmes to support the strategic and operational priorities of the Group.
- Maintain robust governance and abide by agreed business risk & compliance processes.

The *team*

The talent development team at Gateley supports and drives the performance of our people by the delivery of training interventions that develop essential personal skills, management, and leadership capabilities.

The team manages the delivery of our risk and compliance training and diversity and inclusion training programmes. The team is also responsible for our new starter induction and onboarding programme. The talent development team is central to the running of events and training under our wellbeing and career aspiration initiatives. We also work with individuals, coaching specific development requirements.

The *person*

In particular we look for the following attributes:

- CIPD level 3 (desirable).
- Executive coaching accreditation (desirable).
- Psychology or organisational psychology background would be preferable.
- Accreditation in one or more of the following psychometric assessment tools, FACET 5, Tetramap, INSIGHTS, DISC (desirable).
- Minimum of two years' experience in a similar role.
- Experience in designing, facilitating and delivering effective and engaging management skills training programmes to build skills in personal communication, team-work, self-management and business development.
- Strong communication, influencing, and stakeholder management skills at all levels.
- Excellent facilitator capable of consistently & effectively engaging a wide variety of audiences.
- Commercially astute with an understanding of the professional services sector.
- Excellent planning & organisational skills, experience of managing workload and handling multiple workstreams concurrently.
- Inquisitive, and efficient with the ability to think laterally whilst displaying a high level of attention to detail.
- Good knowledge of e-learning platforms and practices, coupled with project management and budgeting.

- Experience using Microsoft Outlook, PowerPoint and internal learning management systems.

Personality fit is critical for this role and the successful candidate will be very personable, self-motivated and a strong collaborator.

The *benefits*

With support, coaching and feedback from some of the most engaging colleagues around our great development and progression opportunities will reward your commitment and loyalty. We offer a competitive remuneration package where you'll be rewarded for your individual performance with an opportunity to receive an annual bonus.

In addition, we have a wide range of learning and development opportunities via our Learn platform to develop new skills and progress your career. Our My Flex comprehensive rewards package includes options covering annual leave (and the benefit of purchasing extra days), cycle to work, critical illness benefit, employee assistance programme, group personal pension, health care, season ticket loan and many more benefits (grade dependent). Finally, with Perks At Work/Home you can select a host of retail benefits that suit your needs alongside a Community Online Academy, free courses for all from fitness to coding to languages to hip hop dance.

We are *Gateley*

We are forward thinking and straight talking, our approach is to find solutions to the problems that our clients face. Gateley is a legal and professional services group, we are a group of formidable experts in all areas of law and business. Passionate problem solvers, we get our kicks from finding the right answers and getting our legal and business clients where they need to be. We support more than 5,700 active clients, ranging from FTSE 100 companies to private individuals, in the UK and beyond. Being part of Gateley is not just about the expertise that you bring; it's about attitude too.

The 'Gateley Story' is the story of our people and our culture. It is what has got us to where we are today as a successful business and it's the driving force behind the Gateley Team Spirit and the values that have shaped it. We have a set of shared internal values that capture what the Gateley Team Spirit is and this includes five elements that bind us all together as one Gateley: Ambitious for Success, Forward Thinking, Room to Breathe, Trusted to Do and Working Together. Every year across the group, we recognise members of our team that have gone and above and beyond and have lived these shared values. They are recognised at our annual Gateley Team Spirit awards.

Diversity, inclusion and well being

Diversity, inclusion and well being is an important part of Gateley's culture and values. We recruit talented people from a diverse range of backgrounds and cultures, providing equal opportunities for all to join our team regardless of age, sex, race, sexual orientation, disability, or culture.

We create an exciting and rewarding place to work that aims to fulfil everyone's potential and together to achieve personal and business goals. We offer flexible working patterns to help our staff achieve a good work/life balance and we encourage candidates seeking flexibility in their next role to apply for any of our vacancies.

We are proud to have been recognised by The Law Society as gold standard for our Diversity and Inclusion Charter and to be Stonewall Diversity Champions.

Additional Information

If you are successful in receiving an offer of a role with our company a variety of pre-employment screening checks will be completed. Our screening checks can include but are not limited to your eligibility to work, professional and academic qualifications, any criminal records, your financial stability and references from previous employers. The screening that takes place will be relevant to your role and will vary from role to role.



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