**WORKDRY INTERNATIONAL**

**POSITION DESCRIPTION: Head of Talent**

**LOCATION:** Chandlers Ford

**POSITION PURPOSE:** The Head of Talent is responsible for leading the Talent Acquisition (TA) and Learning & Development (L&D) teams across the Workdry Group. This strategic role focuses on attracting top talent to the business as well as upskilling and developing existing employees to ensure they meet the current and future needs of the organisation. The Head of Talent will work to create a centralised approach to both TA and L&D across all business units, ensuring consistency, efficiency, and alignment with the company’s overall goals and culture. This position plays a critical role in driving the business growth by ensuring that the company has the right people with the right skills in the right roles.

**RESPONSIBLE TO:** Chief Group Human Resources Officer (CHRO)

**RESPONSIBLE FOR:** Learning and Development and Talent Acquisition Teams

**MAIN RESPONSIBILITIES:**

**Leadership & Strategy**

* Develop and implement a comprehensive talent strategy that aligns with the company’s business objectives.
* Lead, mentor, and develop the Talent Acquisition and Learning & Development teams to achieve high performance and continuous improvement, providing guidance and support as needed to ensure an effective delivery of the Talent/L&D strategies.
* Collaborate with senior leadership to identify capability needs and create strategies to attract, retain, and develop top talent across the organisation. Build strong stakeholder relationships to ensure a collaborative approach between senior leaders and Talent teams, listening to concerns raised and using expert knowledge to present the best solutions.
* Foster a culture of learning and development that supports employee growth, engagement, and retention.

**Talent Acquisition**

* Oversee the entire recruitment lifecycle, ensuring a seamless and positive candidate and business experience for the full end-to-end process, including vacancy creation, advertising, application, interview, offer and onboarding.
* Develop and implement innovative sourcing strategies to attract high-quality candidates, including leveraging social media, industry networks, and partnerships. Utilising persuasion

and negotiation skills as necessary, to ensure the best value for money is achieved with external parties/contracts.

* Work closely with senior leaders to understand their needs and ensure the recruitment process is efficient and effective.
* Monitor and analyse recruitment metrics to continuously improve the talent acquisition process and outcomes, with a continuous aim to reduce time to hire, agency spend, and create an experience which increases offer acceptances and quality hires.
* Ensure the employer brand is strong, consistent, and effectively communicated in all recruitment efforts, to achieve an ‘employer of choice’ reputation locally and internationally.

**Learning & Development**

* Design and implement a group-wide L&D strategy that supports the company’s goals and employee career development, including induction, development reviews, formal and informal training, apprenticeships and career pathways.
* Lead the creation of learning programs, including leadership development, technical training, soft skills training, and onboarding programs.
* Ensure the L&D programs are scalable and can be adapted to the needs of different business units, by understanding the specific needs of each business and the departments/teams within them.
* Ensure all L&D programs support business needs and enable Talent to be identified, invested in and retained. Create a culture of ‘buy-in’ from senior leaders and managers, using an engaged and passionate approach to bring managers on board with initiatives.
* Measure the effectiveness of learning programs and continuously improve them based on feedback and performance data, including course attendance, feedback statistics, promotion and retention data.
* Promote a culture where leaders want to be further upskilled to create the highest performing teams, where they are able to identify their successors of the future and where colleagues own their development.

**Centralised Approach**

* Ensure a centralised approach to TA and L&D across all business units, where possible, to maximize efficiency and consistency, using a diplomatic and inclusive approach to engage all businesses across the Group, recognising business differences while selling the benefits to gain a central way of working.
* Establish group-wide policies, processes, and tools for TA and L&D.
* Lead the integration of TA and L&D systems and technologies to streamline operations and improve data-driven decision-making.

**Diversity, Equity, and Inclusion (DE&I)**

* Champion diversity, equity, and inclusion initiatives within TA and L&D practices.
* Develop and implement strategies to attract and develop a diverse workforce.
* Ensure that all recruitment and development activities are aligned with the company’s DE&I goals.

**Stakeholder Management**

* Build strong relationships with internal stakeholders, including senior leadership, business unit leaders, and HR partners, to ensure alignment on talent and development needs.
* Act as a trusted advisor to the leadership team on all matters related to Talent Acquisition and Learning & Development.
* Engage with external partners, including universities, training providers, and industry networks, to enhance talent pipelines and development opportunities.

**QUALIFICATIONS & EXPERIENCE:**

**Experience:**

* Bachelor’s degree, preferably in Business, Human Resources or Learning, or worked experience with the ability to demonstrate successful implementation of Talent Acquisition and Learning & Development campaigns within a Group setting.
* Professional membership, i.e. CIPD, British Institute of Recruiters (or similar professional organisation).
* Extensive and progressive experience of leading in all areas of Talent.
* Proven track record of developing and implementing successful talent strategies in a complex, multi-business unit environment.
* Experience in leading and managing teams, with a focus on fostering a collaborative and high-performing culture.
* Strong knowledge of current trends in TA and L&D, including digital learning tools and innovative sourcing strategies.
* Experience in driving DE&I initiatives within TA and L&D.
* Experience of presenting proposals and business updates to an executive/senior level, while being able to disseminate information to Talent teams in a way that generates actionable initiatives.

**Skills:**

* Strong strategic thinking and problem-solving skills, with the ability to turn solutions into workable practi+ces and processes.
* Strong management experience to ensure leading by example, presenting a professional and approachable attitude, coaching and encouraging team members as standard while being able to address performance concerns when necessary.
* Excellent communication and interpersonal skills, with the ability to influence and engage stakeholders at all levels, both internal and external to the business.
* Ability to manage multiple priorities and projects in a fast-paced environment, to be able to see the ‘bigger picture’ business plan amidst daily activities and individual projects.
* Strong analytical skills, with the ability to interpret data and make data-driven decisions.
* Proficiency in using HRIS, LMS, ATS, and L&D platforms.