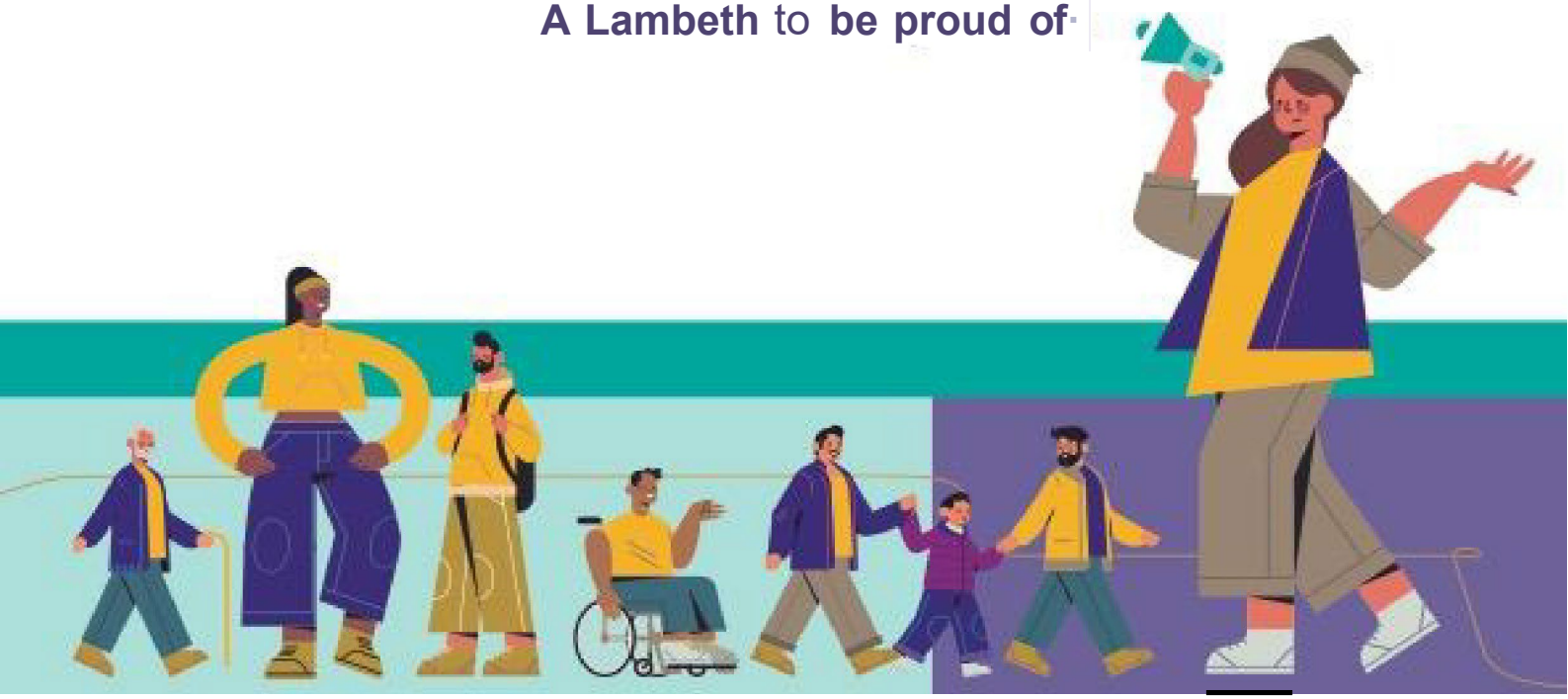
Lambeth

Job Description and Person Specification

Talent, Reward and Recognition Manager

A Lambeth to **be proud of**



Job Title: Talent, Reward and Recognition Manager

Team: Organisational Development and Inclusion

Division: Human Resources & Organisation Development

Business Unit: Resources

Grade: PO6

Reports to: Strategic Lead Learning, Talent and Recognition

Responsible for: 1x Talent Reward and Recognition Support Officer PO2

Context

The HR and Organisational Development function leads and enables organisational development, workforce strategy and change, delivering a strategic and digitally enabled people offer that advances equity and justice and supports the Council's priorities.

The function is structured across three interconnected areas:

- **HR Business Partnering and Employee Relations**
- **Employment Services**
- **Organisational Development and Inclusion**

These areas work together to provide an end-to-end people service, supporting organisational performance, workforce sustainability and consistent, high quality people management practice.

Job Purpose

To lead and deliver corporate approaches to talent management, reward, recognition and wellbeing initiatives that support organisational performance, workforce sustainability and equitable workforce outcomes.

Working under the direction of the Strategic Lead Learning, Talent and Recognition, the role designs, coordinates and implements talent pathways, reward and recognition approaches, wellbeing initiatives and related activity aligned to organisational priorities, workforce strategy and the Council's values and equity and justice commitments.

The role provides corporate oversight and coordination of talent, reward, recognition and wellbeing frameworks and associated organisational commitments, working in partnership with HR Business Partnering, OD and Inclusion, Employment Services and services to ensure consistent and effective delivery.

Key Areas of Responsibilities

Talent Pathways and Workforce Development

- Plan and deliver corporate talent pathways, including early careers, apprenticeships, internships and work experience programmes
- Ensure all pathway programmes are fully established and ready for delivery, including programme design, timelines, materials, communications and stakeholder engagement
- Lead programme coordination, including onboarding, induction and participant experience, ensuring a high quality and inclusive approach
- Act as the primary contact point for participants, managers and services involved in pathway programmes, providing advice, guidance and support
- Support and advise managers hosting pathway participants, ensuring they understand expectations, provide effective supervision and support positive outcomes
- Monitor participation, progress and outcomes of pathway programmes, using data and feedback to evaluate effectiveness, identify improvements and inform future delivery
- Contribute to reporting on programme activity, impact and workforce outcomes
- Support the development of internal progression and career development initiatives aligned to workforce priorities

Reward and Recognition

- Design and implement recognition approaches that reinforce organisational values, behaviours and performance
- Support the development of reward initiatives that promote engagement, fairness and consistency and align to organisational priorities

Wellbeing and Employee Experience

- Lead and coordinate corporate wellbeing programmes and initiatives, ensuring they are inclusive, evidence informed and aligned to organisational priorities
- Work with services, HR colleagues and external partners to deliver wellbeing activity and support healthy and inclusive working environments
- Use workforce insight and employee feedback to identify wellbeing priorities, address disparities and inform improvement activity
- Ensure wellbeing, recognition and employee experience approaches collectively support engagement, belonging and performance

Corporate Commitments and Governance

- Maintain oversight of the Council's talent, reward, recognition and wellbeing frameworks, ensuring clear governance, standards and consistency of application across the organisation
- Maintain oversight of corporate accreditations, charters and external commitments relating to workforce, inclusion, talent or employment standards, ensuring ongoing compliance, reporting and renewal
- Coordinate delivery of associated action plans, working with HR Business Partnering, Employment Services and services to ensure agreed actions are implemented and monitored

- Provide assurance and reporting on talent, reward, recognition and wellbeing activity, risks and impact to the Strategic Lead Learning, Talent and Recognition

Partnership Working and Professional Practice

- Work in partnership with HR Business Partnering, OD and Inclusion and service leaders to align talent, recognition and wellbeing activity to workforce priorities
- Build strong internal and external relationships to support delivery of talent pathways, wellbeing programmes and workforce development initiatives
- Maintain professional standards and contribute to continuous improvement across the Learning, Talent and Recognition service
- Undertake other duties commensurate with the level of the role and consistent with the purpose of the post

Flexibility

The above is not an exhaustive list and the role holder may be required to undertake additional or alternative tasks and duties as the needs of the business dictate, provided they are within the individual's capabilities and skills set at an appropriate level.

Variation

This is a description of the job as required at the date shown. It is the practice of the Authority to periodically review job descriptions, update them and ensure that they relate to the job performed or incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Director of HR and Organisational Development reserve the right to make changes to the job description following consultation.

PERSON SPECIFICATION

It is essential that in you can meet the following requirements for the role and be able to give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A). You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted. If you are applying under the Disability Confident scheme, you will need to give evidence or examples of your proven experience in the areas marked with "Ticks" (✓) on the person specification when you complete the application form.			**Shortlisting Criteria**
For link/career graded post, please mark knowledge, experience, and behaviours clearly for each grade.			
Key Knowledge	K1	Knowledge of talent management, career pathways and succession planning approaches	✓A
	K2	Knowledge of reward and recognition approaches and employee experience frameworks	
	K3	Knowledge of workforce development pathways including early careers, apprenticeships and work experience	✓A
	K4	Understanding of equality, diversity, inclusion and equity and justice in workforce practice	
Relevant Experience	E1	Experience of designing and delivering talent, reward or recognition initiatives at organisational or service level	✓A
	E2	Experience of working with internal and external partners to deliver workforce or talent initiatives	
	E3	Experience of coordinating programmes or projects with multiple stakeholders and delivery partners	✓A
	E4	Experience of using workforce insight or employee feedback to inform and improve initiatives	✓A
	E5	Experience of developing governance processes, guidance or frameworks for consistent practice	
Qualification	Q1	Relevant professional qualification in HR, OD, learning or equivalent experience	✓A
Core Values and Behaviours		**Equity** • Listen to the views of others and ask for their opinions making sure that everyone in my team inputs into the things that matter. • Ensure fairness and justice is at the heart of my decision making and support to my team and others. • Take time to build trust, building the respect of our stakeholders and ensuring as a team	

		we take accountability for doing what we agree to do. • Develop others and ensure we work as **one team for Lambeth**, encouraging everyone to play their part • Take positive action to ensure **everyone** in my team has opportunities to **learn and grow** at work • Encourage everyone to **be themselves** at work and value who they are • I am inclusive and actively **celebrate diversity,** recognising everyone in my team as individuals.	
		Kindness • Treat each member of my team with **respect and dignity** just as I would want for myself. • **Encourage** each member of my team to do their very best work and am available to them to provide support and guidance. • Personalise my support to each team members and look out for them, lending a hand wherever I can • Encourage everyone to try and learn from mistakes and use integrity to take action with my team to put things right together • Work with empathy seeking to understand each and every member of team, their unique perspective and circumstances and ensure everyone is heard • Take the time to communicate, being honest, open and genuine and taking the time to get to know team members as individuals. • Show compassion and patience recognising that everyone in the team has unique experience and celebrating the great work they do for Lambeth. • Look after the health and wellbeing of my team members and encourage open and regular discussions about the issues that impact on them, working together to find solutions.	
		Accountability • I encourage and support my team to do the right thing even when it's tough and we communicate our decisions in a timely way • I ensure my team and employees take individual and collective accountability for	

		performance and delivery, making sure that they have clear plans and performance objectives. • I ensure my team plan ahead, getting the basics right and take swift action when problems arise • I encourage my team to be risk aware and ensuring that our decisions and actions are informed and understood and communicated to others. • I provide regular, timely and constructive feedback to my team members on their performance and behaviours and act quickly when performance is not on track. • I share my learning, knowledge and skills with others thorough coaching and mentoring and encourage others to do the same. • I ensure that my team and I put residents, communities, customers and their needs at the centre of everything we do. • I encourage my team to learn and grow and ask questions to find the information they need to do their jobs	
		Ambition • Am proud of our borough and my team and encourage everyone in the team to aim for the highest possible standards of excellence in everything we do. • Encourage my team to be flexible and try new things when it's appropriate to do so and tell me what could be improved. • Promote a one team for Lambeth approach reaching out to our stakeholders to face our challenges together • Encourage and support my team to be courageous for our residents and communities and stop at nothing to ensure they have the best possible outcomes • I make time for the team to Innovate and look for creative ways to do things better, being curious about possibilities. • Positively challenge and encourage the team to collaborate and look for solutions together across service and team boundaries. • Make time for my team to grow and develop taking advantage of opportunities	

		to learn from each other and others. We plan our learning and career growth.	