



# Talent & Engagement Placement Student



## ABOUT THE ROLE

The role will support our Talent Team in achieving its purpose of providing guidance and support for circa. 2,300 staff, comprising of 13 divisions and Group Head Office located throughout England and Wales.

You will have the opportunity to experience working in various areas of Human Resources initiatives to learn how we deliver real business benefits and take care of our employees. Our aim is for you to gain a real breadth and depth of experience and take on early and increasing responsibility.


Over the 12 month placement, you will be mentored by some of the most experienced people in our industry. From the offset, you will be supported to develop your skills and knowledge through structured training and guidance, enabling you to excel in your chosen career.

## KEY RESPONSIBILITIES

- Assist with recruitment advertising and processing of applicants for vacancies within the Talent team remit via an Applicant Tracking System
- Support with interviewing and on boarding of all Trainees and Graduates and monitor progress.
- Support the creation of Graduate and Undergraduate programmes and business partner with leaders across the business to ensure that support and training interventions are delivered in line with business goals.
- Engage with schools, colleges and universities develop relationships and deliver educational resources via our Ambassadors.
- Understand and support the performance management and development programmes linking closely with succession planning.
- Feed into staff engagement initiatives by attending engagement group meetings, staff engagement surveys and staff communications including Engage (Intranet)

## THE PERSON (Essential)

- An outgoing and confident individual who possesses a 'can do attitude'
- Currently in their 2<sup>nd</sup> year of university, who is about to embark on their industrial placement year
- Ability to multi task and balance multiple projects at once

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- Motivated to meet deadlines and able to work under pressure
  - A creative and innovative thinker who is able to produce new ideas
  - A desire to experience working within a Talent and HR function.
  - Good understanding of data handling, ability to draft reports with excellent organisational and time management skills
  - Driven and ambitious
  - Good communication skills both written and verbal, with well-developed interpersonal and customer service skills

**THE PERSON (Desirable)**

- Studying an undergraduate degree in Human Resource Management, Marketing, Business Management or any related fields.
- Full UK driving license and own/have access to a vehicle for travel to work and sites where required

**Generous annual leave entitlement**