



TALENT & LEARNING DEVELOPMENT GRADUATE TRAINEE



ABOUT THE ROLE

The role will support our Talent Development Department in achieving its purpose of providing guidance and support for circa. 2,300 staff, comprising of 14 divisions and Group Head Office located throughout England and Wales.

In this role, you will get to work in various areas of Talent & Learning Development and contribute to various Learning & Development projects including the design and delivery of the Talent strategy at Redrow. You will work with stakeholders from across the business to ensure all aspects of our Talent operations are delivered to support our workforce. Our aim is for you to gain real breadth and depth of experience and take on early and increasing responsibility.

Over two years, 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.

Responsible to Head of Talent

KEY RESPONSIBILITIES

EARLY CAREERS AND EMERGING TALENT

- Support recruitment campaigns in attracting high caliber candidates through targeted recruitment activities for our Apprentice, Undergraduate and Graduate intakes
- Manage vacancies throughout the recruitment cycle and participate in the candidate evaluation and selection process to ensure we recruit a diverse pipeline of talent who are best in class.
- Tracking, monitoring and reporting on live vacancy statuses
- Partner with divisions to identify resourcing needs for early career opportunities
- Help form partnerships with education providers to promote Redrow and it's early career opportunities
- Provide support and coordination of emerging talent programmes and events

TALENT DEVELOPMENT

- Contribute to the design and execution of talent development activities
- Conduct research and develop ideas for talent interventions
- Support the annual talent curriculum (including admin, planning, scheduling and execution of events internally and externally.
- Support delegates with booking queries and amendments
- Ensure all planning and arrangements of events are in place
- Evaluation of all talent activities and improvements where appropriate
- Identify training needs through analysis of appraisal requests and review documents

EXTERNAL ENGAGEMENT

- Work to initiate new external engagement opportunities to help build working relationships with existing external organisations and identify new ones
- Organise, coordinate and communicate the Redrow Ambassador programme to employees
- Action requests from universities, schools, colleges and other organisations and advise or align resources accordingly to promote early career opportunities
- Attend and stand at external events to promote Redrow, our brand and our early careers
- Monitor, order and manage all promotional equipment and resources to ensure stocks are available and dispersed accordingly.

OTHER RESPONSIBILITIES

- Networking within the Housebuilding Industry and outside of our industry to identify best / current and future practice.
- Undertaking L&D projects as required by the Head of Talent / Group HR Director
- Working alongside the wider HR and Training teams to support with any related learning and development initiatives
- Contribute into staff engagement initiatives by attending engagement group meetings, staff engagement surveys and staff communications including Engage
- Support Redrow's ED&I strategy

THE PERSON

What kind of person are we looking for?

- A minimum of a 2:1 degree ideally in a HR, Learning and Development or Business related subject
- A passion for helping individuals to be the best they can be and an interest in people development
- Confident and enthusiastic with the use of IT systems and support technology
- Strong business acumen skills to ensure activities bring value to the company
- Good research skills and the ability to build contacts and networks both internally and externally
- Drive and ambition with a positive "can do" attitude
- Good communication skills both written and verbal, with well-developed interpersonal and customer service skills
- Creative and problem-solving skills
- Full UK driving licence and own/have access to you own vehicle for travel to work and sites where required

These are illustrative duties and the job holder will be expected to become involved in a range of work to enable the department to respond effectively to the requirements of the Company.