



GRADUATE PROGRAMME MANAGER



ABOUT THE ROLE

The Graduate Programme Manager will oversee the attraction, recruitment and continuous development of Redrow's Graduate population. The post holder will be responsible for supporting the continued growth of our company through effective Graduate resourcing strategies and supporting these new entrants on their development journey through to progression into permanent opportunities. Working in collaboration with HR and Head of Talent managing and delivering the end to end Graduate Programme.

Responsible to: Head of Talent

KEY RESPONSIBILITIES

1. ATTRACTION AND OUTREACH

- Implement a proactive, inclusive, best in class and efficient Graduate marketing and attraction strategy to raise brand awareness and ensure that our Graduate opportunities reach our targeted audience.
- Manage Redrow's Early Careers Value Proposition and source active and passive candidates using various recruitment channels.
- Build and maintain excellent relationships with appropriate university contacts, attend campus and networking events and be the ambassador for all activity as well as host networking and attraction events.

2. RECRUITMENT

- Lead on all aspects of Redrow's Graduate recruiting strategy, including overseeing the selection and offer processes and managing the Onboarding process for new joiners.
- Review, manage and design the end to end recruitment life cycle with a strong emphasis on candidate experience.
- Lead diversity initiatives by identifying underrepresented talent pipelines and sourcing strategies to engage talent including social mobility.

- Develop and manage consultative relationships with hiring managers and provide a high level of customer service to internal stakeholders and partners.
- Ensure Graduate recruitment Key Performance Indicators are met.

3. PROGRAMME DEVELOPMENT

- Work with the business to continuously improve and drive the graduate development programme and strategy in line with the business direction and focus.
- Coordinate training and development opportunities, gather feedback and help to coordinate Graduate progression into permanent roles.
- Provide expertise and guidance, as a centre of excellence for HR, line managers and colleagues on the graduate standards.
- Manage and engage with Graduates to keep engagement and motivation throughout the programme by supporting their ongoing training and development needs. Be a “coach” or “mentor” when required.
- Develop a proactive relationship with the Graduate Line Managers to ensure they are kept up to date regarding their programme and ensuring they complete reviews as requested.
- Manage the Graduate review processes, working closely with the relevant HR Business Partner including proactive management of probation periods to address any performance concerns as well as positive outcomes including progression to next role.
- Work with Talent Team to ensure continuous development for Graduates completing programmes.

THE PERSON

What kind of person are we looking for?

- Experience in managing graduate recruitment and designing/delivering Graduate programmes.
- Excellent stakeholder management, influencing and negotiation skills.
- Excellent written and verbal communicator with a flexible attitude to collaborate with a variety of internal and external stakeholders.
- Application of learning and development knowledge to produce effective training materials for both face to face and digital learnings.
- Excellent organisation, time management skills and flexible and adaptable to changing priorities.
- Ability to work proactively, independently and in partnership to adapt in a fast paced, ever changing environment.
- Creative thinker, problem solver and ability provide suggestions and solutions to continuously improve ways of working and collaboration.
- Willingness to travel to see our Graduates out in Division and at Group.

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.