



JOB DESCRIPTION Talent Retention Adviser

<p>JOB TITLE: Talent Retention Adviser</p> <p>for Workforce for the Future (WfF) WECA Project</p>	<p>Grade and Salary: Start: £22,700 Mid: £25,639 Top: £28,578</p>
<p>REPORTS TO: Senior Talent Retention Adviser – Project Co-ordinator</p>	<p>Hours of Work: 22.2 or 37 hours per week FTE: 0.6 or 1.0</p>
<p>Everyone in Adviza works to make a positive difference for all young people and adults so that they have the best possible chance to progress successfully in learning and work. Our vision is for all young people and adults to make better decisions that help them to progress in learning and work and achieve their full potential.</p>	
<p>JOB PURPOSE:</p> <ul style="list-style-type: none"> • To support with the successful delivery of the WECA ESF Workforce for the Future Project within the defined requirements of the contract • To support employers to retain local talent, reduce redundancies, analyse their workforce structures, invest in staff training and implement their plans as appropriate • To work to target and ensure all project KPIs are achieved with excellent outcomes for SMEs across WECA • To collect and record evidence which meets the needs of ESF requirements • This role is solely funded by the European Social Fund 	
<p>MAIN DUTIES AND RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • To engage with a minimum of 45 SMEs across WECA to assess their needs, analyse their workforce structures, explore growth opportunities and help them to manage COVID-19 uncertainty, the downturn and the potential opportunities post-COVID • To encourage SMEs to retain talent in their workforce and retrain staff in key skills needed in new areas of growth • To undertake a form of diagnostic review and analysis with each SME to assess their needs, workforce structure, skills trajectory and future requirements, ability to be agile and adapt to the changing market place and economy during and after COVID • To research the industry and local/national labour market information to advise the SME appropriately regarding their areas of risk and vulnerability as well as their strengths and ability to protect themselves from economic shock and post-COVID environment • Develop peer support between businesses/sectors and case studies to assist the SMEs • To research and design a clear Implementation Plan for the SMEs requiring this level of intervention and guidance • To develop and maintain good relations with the employers engaged on this project • To refer SMEs to other WfF Delivery Partners where appropriate • To collaborate with existing Adviza teams and other projects to maximise benefits for the programme participants e.g. National Careers Service 	



- To use remote delivery and information technology to maximise access to all SMEs and create virtual tools and resources to engage and support employers and stakeholders
- To ensure all evidence collected during the delivery as described above is compliant and captured on the appropriate forms for reporting to the ESF and WECA
- Any other duties required to successfully deliver the project

SCOPE OF JOB (BUDGETARY/RESOURCE CONTROL, IMPACT)

Number of employees Managed/supervised	None
Budgetary control	None



**PERSON SPECIFICATION
Talent Retention Adviser**

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KEY CRITERIA	ESSENTIAL	DESIRABLE
<p>QUALIFICATIONS, TRAINING AND EXPERIENCE</p>	<p>An understanding of the benefits of training, workforce structures, workforce development and the impact they have on business productivity</p> <p>Experience of advisory/business support work</p>	<p>Educated to degree level or equivalent</p> <p>Holds a professional qualification in a careers/HR/employment related discipline</p> <p>Knowledge of government training initiatives and how employers can benefit from them</p>
<p>COMPETENCE SUMMARY (Knowledge, Abilities, Skills, Experience)</p>	<p>Proven track record of effectively engaging businesses (particularly SMEs), including the private, public and voluntary sectors</p> <p>Excellent interpersonal and communication skills, written and verbal</p> <p>Excellent negotiation, and influencing skills, being able to gain commitment from individuals and organisations to plans and outcomes</p> <p>Experience of promoting training opportunities</p>	<p>Knowledge and understanding of the careers/employment sector strategies both at local and national level</p> <p>Use of diagnostic assessments to formulate plans/action plans for employers and businesses</p> <p>Experience of delivery of ESF funded programmes</p> <p>Experience of using a CRM or other organisational database</p>

KEY CRITERIA	ESSENTIAL	DESIRABLE
	<p>Excellent presentation skills; not being phased by presenting to groups and/or organisations</p> <p>Good analytical skills and being able to describe new and complicated concepts in simple terms</p> <p>Excellent organisational skills, including ability to prioritise, meet targets, agreed deadlines and report outcomes effectively</p> <p>IT Literate. proficient user of software packages including Microsoft Office</p> <p>Proven ability to work in partnership with colleagues and external agencies</p>	
<p>WORK-RELATED PERSONAL REQUIREMENTS</p>	<p>Able to maintain a professional approach and positive attitude</p> <p>Ability to think creatively and adopt innovative ways of working to convince and gain commitment</p> <p>Able to work on own initiative and as part of a team</p> <p>Retain impartiality and ensure opportunities are presented which are in the best interests of the SME</p>	

SPECIAL FACTORS
<ul style="list-style-type: none"> • Some flexibility relating to hours of work is required. • Must be prepared to travel regionally across West of England Combined Authority (WECA) and occasionally nationally. • Share with Adviza, the commitment to safeguarding and promoting the welfare of children and young people.