

**Police Staff**  
**Talent Development Advisor**  
**People Development**  
**Role Definition: WT011 / 20506**

**ROLE DEFINITION**

Dept / Area Command:	People Development	Section:	Organisational Development
Post Title:	Talent Development Advisor	Post Reference:	WT011 / 20506
Post Grade:	Grade H	Location:	Ponteland and home working
Car User Status:		Telephone Allowance:	
Shift Allowance:		Standby Allowance:	
Weekend Enhancement:		Contractual Overtime:	
Line Manager:	Talent Development Partner		
Staff Responsibilities:	Not Applicable		
Purpose:	Plan, design and deliver innovative and engaging talent development programmes toolkits, career pathway initiatives, mentoring and coaching to enable people to achieve their full potential and provide skilled workforce for succession planning and future roles.		

**Key Responsibilities:-**

- 1. Engage with stakeholders to undertake talent development needs analysis to identify skills, competencies and development needs to strengthen workforce capability and people potential.**
- 2. Design the content of leadership learning solutions, both internally and with external providers to meet needs with a wide range of creative, digital and blended development interventions and approaches which targeted talent development.**
- 3. Deliver effective and engaging face to face or virtual development sessions, facilitate group and action learning sets to develop individual and team engagement and capability.**
- 4. Identify suitable external learning providers and support the procurement and design and delivery process by creating learning specifications, reviewing proposals and tender documentation to ensure a high quality product is delivered that meets learning outcomes.**

**5. Work closely with the College of Policing and other partners to identify talent development opportunities and promote these within the organisation to the relevant target audiences.**

**6. Manage and co-ordinate the delivery of the mentoring and coaching framework, ensuring a high standard of mentoring and coaching is provided by providing mentoring supervision, accredited training and CPD for mentors and coaches.**

**7. Provide career development advice on appropriate learning programmes and career pathways, programme enrolment, provision of learning resources and acting as key touchpoint for guidance whilst and reviewing learners progress to support successful completion and progression.**

**8. Support internal assessment of development portfolios as part of force career development pathways and processes and where appropriate liaise with external bodies to ensure courses meet national standards and accreditation levels.**

**9. Actively support continuous improvement of programme content through evaluation and development of courses, keeping up to date learning techniques and emerging approaches to talent development, mentoring and coaching.**

**The postholder may be required to undertake such other responsibilities as are reasonably commensurate with the grade of the post.**