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| <b>Job Title</b>  | Talent Development Advisor   | <b>Department &amp; Team</b>               | People Team |
| <b>Reporting to</b>   | Head of People & Organisational Development  | <b>Responsible for</b>                     | N/A         |
| <b>Working Environment</b>  | Agile working  | <b>Date Job Description Agreed/Updated</b> | June 2025   |
| <b>Role Purpose</b>   | <p>Talent Development Advisor will support the Head of People &amp; OD, in planning and organising all learning and development initiatives within the Pioneer Group, working closely with the wider People Team whilst also building relationships with key stakeholders across the business.</p> <p>To design, develop and deliver effective learning initiatives that enhance colleague skills, knowledge and behaviours that support improved capability and career development across the Pioneer Group.</p> <p>Provide guidance to managers from across the group to design and implement effective onboarding and planning inductions for new employees.</p> <p>Support with delivering Pioneers talent and succession planning strategy.</p> <p>To work with the Head of People and OD in identifying, engaging, developing, and retaining those individuals who have the potential to be of greatest value to the organisation.</p> |  |             |
| <b>Key Accountabilities, Duties, Responsibilities, Including Key Areas of Decision Making</b> |  |  |             |
| <b>Customer Focus</b>   | <ul style="list-style-type: none"> <li>• Providing day to day guidance to managers and staff on talent development issues, dealing effectively with queries, referring individuals to the Head of People and OD, Senior People Advisor or People Advisor on more complex issues.</li> <li>• Work with the Head of People and OD, Senior People Advisor &amp; People Advisor to design and implement solutions to grow and retain internal talent.</li> <li>• Work with the Head of People and OD, Senior People Advisor &amp; People Advisor to devise and implement solutions that support succession planning.</li> </ul>  |  |             |

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|                                   | <ul style="list-style-type: none"> <li>• Ensure that statutory training requirements are met.</li> <li>• Promote a work culture of continuing professional development (CPD)</li> <li>• Stay informed about industry trends, best practices, and innovations in talent development to continuously improve strategies and approaches</li> <li>• Work with the Head of People and OD, Senior People Advisor &amp; People Advisor create structured and documented succession plans that outline how potential successors are identified, developed, and prepared for their future roles.</li> <li>• Support the Head of People and OD, Senior People Advisor &amp; People Advisor to conduct thorough assessments of current employees to identify those with the potential to fill key roles, considering performance and potential and aspiration.</li> <li>• Ensure the succession planning process is inclusive, promoting a diverse pool of candidates for future leadership roles.</li> </ul> |
| <p><b>Working with others</b></p> | <ul style="list-style-type: none"> <li>• Partner with stakeholders across the Pioneer Group and wider People Team to ensure training and development initiatives are strategically aligned with business objectives and regulatory requirements.</li> <li>• Ensure employees and managers are kept up to date with courses and trainings available</li> <li>• Working as part of a team, attending team meetings and team briefings where required</li> <li>• Participating in cross departmental activities, e.g. working parties</li> <li>• Liaising with colleagues and suppliers</li> <li>• Attend Staff Consultation Group when required to support People Team</li> <li>• Work with colleagues and managers to ensure that training requests are collated, reviewed, authorised by the appropriate person before delivery.</li> </ul>  |

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|  | <ul style="list-style-type: none"> <li>• Work with Senior People Advisor and People Advisor to monitor and audit employee training records to verify compliance with mandatory training requirements.</li> <li>• Participate in talent development and OD projects and initiatives as assigned by the Head of People and OD.</li> </ul>   |
| <p><b>Delivering and Managing Services</b></p> | <ul style="list-style-type: none"> <li>• Identify, design and deliver training programmes that address skill gaps considering industry trends, regulatory requirements, and individual employee development goals. These programmes may include induction, technical skills training, leadership development and soft skills training.</li> <li>• Promote a culture of continuous learning through initiatives such as coaching, mentoring, workshops, knowledge sharing events, and annual reviews.</li> <li>• Carrying out equality monitoring in connection with training activity, e.g. delegate profiles</li> <li>• Responsible for creating onboarding and induction development plans for the full probation period in partnership with line managers to ensure a positive candidate experience.</li> <li>• Work with Senior People Advisor &amp; People Advisor to arrange post probation reviews and report effectiveness and trends to The Head of People &amp; OD and The Executive Leadership Team.</li> <li>• Responsible for arranging mentors and coaches for both new and existing staff. Capture feedback post sessions, which will be included in the People Report.</li> <li>• Work with the People Team and wider stakeholders to assess skills gaps using the skills matrix and agree suitable development opportunities for internal colleagues.</li> <li>• Work with Head of People and OD and wider stakeholders to create effective personal development plans for employees.</li> <li>• Provide regular PR stories on areas of responsibility for internal/external communication in conjunction with Marketing Team</li> </ul> |

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|   | <ul style="list-style-type: none"> <li>• Source external training suppliers and proactively manage relationships to deliver interventions.</li> <li>• Work with the Head of People and OD, Senior People Advisor &amp; People Advisor to identify organisational learning requirements using the POD strategy, update existing material and pilot new content.</li> <li>• Design and deliver policy workshops.</li> <li>• Maintain accurate and up-to-date employee records within the HR system (Cascade) to ensure data integrity and compliance.</li> <li>• Evaluate training and development programmes, and prepare reports for the Head of People and OD in areas such as attendance, engagement and performance.</li> <li>• Inputting and monitoring the HR system, supporting the People Team producing reports as required.</li> </ul> |
| <p><b>Managing and Developing Self</b></p>          | <ul style="list-style-type: none"> <li>• Strong organisational skills, a planned approach and the ability to priorities own workload.</li> <li>• Actively participating in regular one-to-one supervision with line manager and in Pioneers' Performance Review scheme</li> <li>• Undertaking learning and development activities, including attending webinars, training events and conferences</li> <li>• Has a proactive approach to personal and professional development and seeks to identify and commit to relevant learning opportunities.</li> </ul>   |
| <p><b>Maintenance of property and equipment</b></p> | <ul style="list-style-type: none"> <li>• Responsible for the safe use and storage of equipment associated with own job.</li> <li>• Working with other office staff to ensure that office machines are kept in working order and supplied with stationery. Reporting faults when they occur.</li> </ul>  |
| <p><b>Financial Management and Control</b></p>      | <ul style="list-style-type: none"> <li>• Ensuring that purchasing is compliant with the organisation's procurement policy and procedure and invoices are processed in accordance with Purchasing procedures.</li> </ul>   |

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| <b>Administration, IT and Data Management</b>  | <ul style="list-style-type: none"> <li>Using specialist software packages and spreadsheets to input data keep records and generate reports</li> <li>Using email to communicate internally and externally and set up appointments and events.</li> </ul>  |   |
| <b>Health &amp; Safety</b>   | <ul style="list-style-type: none"> <li>Assisting the Head of People &amp; OD in the monitoring and co-ordinating of Health and Safety activities at Pioneer.</li> <li>All Pioneer employees have a responsibility to: <ul style="list-style-type: none"> <li>take reasonable care for their own Health and Safety and that of other persons who may be affected by their acts or omissions, including members of the public, visitors and contractors</li> <li>Co-operate with Pioneer and its managers to enable compliance with statutory duties, objectives and targets.</li> </ul> </li> </ul> |   |
| <p><b>NB:</b> This job description is not intended to be a full list of every task or area of work; its aim is to give a broad representation of the role. Other duties, tasks and requirements may be made of the post-holder broadly consistent with those described and/or to meet The Pioneer Group's aims and objectives. Post-holders will however only be asked to carry out reasonable tasks and duties.</p> |  |   |
| <b>Knowledge, Skills, Abilities and Experience</b>   |  |   |
| <b>Essential</b>   | <p><b>Communication Skills</b></p> <ul style="list-style-type: none"> <li>Ability to develop and maintain positive working relationships</li> <li>Well-developed written and verbal communication skills, ability to adapt style to meet the needs of recipients</li> <li>Ability to present information verbally/in writing to colleagues – e.g. team meeting/team briefings or internal training/information sessions</li> <li>Ability to maintain confidentiality</li> </ul>  | <p><b>Tested By:</b></p> <p>Application Form<br/>Interview<br/>Assessment</p> |
|  | <p><b>Literacy</b></p> <ul style="list-style-type: none"> <li>Ability to produce documents accurately to a high standard and maintain accurate and readable records</li> <li>Own routine correspondence using standard templates</li> </ul>  |   |

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|   | <p><b>Numeracy</b></p> <ul style="list-style-type: none"> <li>Ability to maintain straightforward financial records.</li> </ul>  | Application Form<br>Interview Assessment       |
|   | <p><b>Physical and other skills</b></p> <ul style="list-style-type: none"> <li>Use of Microsoft Office, e.g. Word, Excel, Outlook, Teams</li> <li>Experience of maintaining records and analysing information, for example through the use of a computerised human resources system and spreadsheets</li> <li>Excellent organisational skills with the ability to plan and manage own workload in order to meet deadlines</li> </ul> | Application Form<br>Interview Assessment       |
|   | <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>Experience in a Learning and Development role</li> <li>Familiarity with learning management systems (LMS), experience with LMS implementation is desirable</li> <li>Ability to work on own initiative and as part of a team.</li> </ul>  | Application Form                               |
| <b>Education, training and specialist job knowledge</b>   |  | <b>Tested by:</b>                              |
|   | <ul style="list-style-type: none"> <li>Level 5 CIPD Learning and Development Diploma</li> <li>Qualification in coaching or relevant experience</li> <li>Ability and willingness to attend training events relevant to the post</li> </ul>  | Application Form<br>Qualification Certificates |
| <b>Our Values</b>   |  |  |
| Post-holders are expected to work in accordance with the below Pioneer Group core value behaviours and Pioneer Group policies and guidelines in relation to equality and diversity. |  |  |
| <b># Accountability</b>   | <ul style="list-style-type: none"> <li>We hold ourselves to high standards and do what we say we will do.</li> </ul>   |  |

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| <b># Community</b> | <ul style="list-style-type: none"><li>• We create a safe and supportive environment where everyone can thrive.</li></ul> |
| <b>#Together</b>   | <ul style="list-style-type: none"><li>• We succeed by working together.</li></ul>  |

*The values have been added to ensure that our values are known and understood from the moment a candidate reads the job description and person spec and throughout their time within the company when referring back to their JD. Nothing needs to be amended with the values section.*