

## JOB ADVERT

### Talent Manager

January 2022

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**As an equal opportunities' employer, we welcome applicants from all sections of the community regardless of gender, ethnicity, disability, or sexual orientation. All appointments will be made on merit.**

Thank you for your interest in this role. Stopford are an established multi-disciplinary engineering and design consultancy with a complimentary research and development arm, with our own proprietary clean technologies developed over the last ten years.

Now in our 40<sup>th</sup> year, we have ambitious plans for future growth over the next three to five years, supporting our key clients in the renewables and green energies sector and commercialising Stopford's green technology portfolio. To meet our ambitions, during 2021, we have restructured, rebranded and relocated. We have structured our professional services into three service groups, Technology & Innovation, Consultancy, and Projects. Each group with an individual identity, with one common ambition to 'lead the way in engineering a sustainable world towards a low carbon economy'.

Stopford has a significant opportunity to expand its operations in the UK & internationally and have an aggressive growth strategy which spans Europe, America & Asia Pacific regions. The Talent Manager (TM) will report to the Commercial Director. A key focus will be the design, build, implementation and delivery of the strategic talent approach at Stopford.

Our People Plan 2022 vision, is aligned with our business growth, recognising the importance of the changes the pandemic has had on the work environment, designing our office works spaces and HR policies to facilitate the societal needs of our employees and the needs of the business.

We are looking for candidates with a passion for our people, to bring to life our candidate experience. An individual with the ability to find innovative solutions to challenges, and a desire to share and communicate our company values in all interactions.

We look forward to meeting you.

*Heather Guanaria*

Heather Guanaria  
Commercial Director

## About Stopford

Stopford is an international multi-disciplinary consultancy, engineering design and project management services company founded in the UK in 1982. We work with companies around the world in emerging and existing industries, *our ambition is to lead the way in engineering a sustainable world towards a low carbon economy.*

Founded in 1982, headquartered in Manchester with an additional office in Lancaster. Stopford's service groups bring together complimentary engineering and environmental disciplines, with 40 years of insight and practical experience across the Resource Recovery, Energy, Water & Wastewater, Transport & Aviation sectors.

Our professional services are delivered by our service groups: Technology & Innovation, Consultancy, and Projects. Using our industry know how, our service groups combine, bringing together technologists, scientists, low carbon consultants, environmental specialists, multi-disciplinary design engineers and project managers - that is how we generate the knowledge and ingenuity to help our clients and partners prepare for the new energy age, as we transition from fossil fuels to renewables.

Stopford's mission statement is below:

### **What we do**

**We provide consultancy, project management and green technologies to a worldwide clientele.**

### **What we value**

**Professionalism, equality, fairness, co-operation, and unrivalled expertise.**

### **Our ambition**

**To lead the way in engineering a sustainable world towards a low-carbon economy.**

### **Role Specification**

Stopford is seeking to appoint a Talent Manager (TM) with a proven track record as an accomplished HR professional. The person in this position will need to gain and apply understanding of the business ambitions to drive the talent attraction and retention strategy including leading on attraction, talent reviews, career rotations, people investment planning, promotions and development of the organisational design. The role sits at our head office in Knutsford, Manchester.

### **Salary**

£40,000 - £50,000 per annum

### **Reports to:**

Commercial Director and interfaces with the Managing Director and at an operational level with the Service Group Directors and Management Team.

### **Overall purpose:**

Support the rapid expansion of our operations in the UK & Internationally, develop and deliver our talent strategy aligned with our business growth and project streams. Collaboratively develop and deliver all the key elements that contribute to the front-end elements of our candidate experience and attraction strategy.

### **Key relationships:**

The TM is expected to work across all aspects of the business and to engage with Directors and Managers.

External relationships will include, agencies, stakeholders (internal/external)

### **Key responsibilities:**

- Establish and develop a world class people and talent strategy across the whole employment lifecycle: attracting, recruiting, onboarding, retaining, recognising, developing, performing and separating.
- Ensure a high and ever improving team of talented professionals to keep our organisational capabilities robust to deliver our strategy and keep us moving forward.
- Partner, support and coach our management teams on all aspects of people management.
- Support the Commercial Director in building the Stopford employer brand internally and externally, bringing to life our Employer Value Proposition for relevant stakeholders.
- Get to really know our people developing strong stakeholder relationships and excellent internal communications.
- Benchmark external best practice, network and identify what is on the horizon in our sector to keep us up to date and ahead of the game in relation to people.
- Work with the Commercial Director to develop our organisational structure, career development framework, succession pathways and salary banding across the business to build the skills of tomorrow today.
- Ensure robust salary benchmarking, job evaluation and moderation to enable annual salary reviews.
- Lead the delivery of learning and development from entry level to leadership supporting the organisation to have the skills, behaviours and capabilities required for each role.
- Act as a culture carrier and role model.

- Work with the HR Advisor to create and maintain company administration, policies and procedures in partnership with the Management team and other relevant stakeholders to ensure legal and regulatory needs are met.
- Establish clear people and talent performance measures to quantify and qualify our employee experience and engagement.
- Preparation of monthly report on people analytics including retention & performance data.
- Escalate to the Commercial Director any key matters of concern.

### **Person Specification**

#### **Qualifications:**

Bachelor's degree in any subject or tertiary qualification in Human Resources or related field.

CIPD Level 7 Chartered Member

#### **Experience**

Minimum of five to ten years' experience in a HR professional role.

Experience and understanding of multi-disciplinary engineering and engineering consultancy roles is considered beneficial.

Experience of developing talent pipelines, market research, marketing and media management, candidate engagement and employer branding.

Experience of designing and implementing candidate attraction programmes.

Previous experience with 'LinkedIn Recruiter' Platform and system skills.

Good working knowledge of MS Office software, including Word, Excel, and PowerPoint.

Experience across the full employee life cycle.

Excellent written and verbal skills as well as prioritisation and planning skills – with strong attention to detail.

Proven track record of taking end-to-end ownership and driving results.

Ability to use data to solve business problems and possess a high level of integrity, judgment, and discretion in handling confidential information.

#### **Personal Qualities**

Proven track record as an accomplished HR professional.

A genuine appreciation and willingness to be involved in an entrepreneurial business and the flexibility that this requires.

Ability to work efficiently and accurately in time sensitive matters and organised to manage and track multiple priorities simultaneously – grace under pressure and the ability to switch gears at a moment's notice.

## **Appointment Process**

As part of the appointment process, you will be asked to undertake psychometric testing and there will be a two-stage process which will include testing your technical knowledge and competency-based interview.

Closing date: 27 February 2022

Stopford reserves the right to bring forward the closing date if we receive a suitable number of quality applications from which to make a shortlist. Therefore, we would recommended that you apply as soon as possible.

Please note that due to the volume of applications we receive we are unfortunately not able to respond to each applicant. If you have not been called for interview within 3 weeks of the closing date, you should assume that on this occasion your application has been unsuccessful.

We look forward to receiving your CV.