



- Job title:** Talent and Diversity Coordinator
- Department:** HR
- Reporting to:** Talent and Diversity Business Partner
- Location:** Leeds, Birmingham or London
- Hours:** Full time or 4 days a week
- Duration:** Permanent
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The firm

Capsticks is a leading provider of legal services to the health, social care, housing and emergency services sectors, as well as in the field of professional discipline. The firm has a turnover of c£47m and around 550 staff - including 400 fee earners - across 5 offices nationally. We act for a wide range of long standing clients in both the public and private sector, including all forms of NHS organisations, governmental and regulatory bodies, registered providers, insurers, police, fire and rescue services, independent health and social care providers, charities and GP practices.

Further details about the firm and the type of work carried out can be found on our website at www.capsticks.com.

Background

At Capsticks we're committed to giving people the best career experience. Put simply, we want people to develop and thrive here. That's why we've created The Capsticks Academy.

The Capsticks Academy is our newly launched talent development offering, and central to this is our commitment to creating a supportive, inclusive environment where everyone can be themselves and contribute their full potential. From mini masterclasses on how to run a great meeting, to access to thought leadership, and from expert legal know-how sessions, to resilience training delivered by qualified psychologists, we want people will feel supported and energised by working at Capsticks.

The role

The aim of this role will be to support the implementation, delivery and day to day running of The Capsticks Academy.

As a member of the HR department, the Talent and Diversity Coordinator will report to the Talent and Diversity Business Partner working closely with the HR Business Partner team and wider HR department.

The HR department is split into three sub-teams; business partnering, information and systems, and talent development and D&I. The collective team is responsible for the delivery of all aspects of firm's People Strategy and comprises nine individuals in total.

Main responsibilities

Whilst not an exhaustive list, day to day responsibilities are likely to include:

Talent Development

- Assisting the Talent and Diversity Business Partner, Head of HR and others in the coordination of the design, implementation and delivery of all learning and development solutions and diversity and inclusion initiatives so that these meet the achievement of divisional, departmental and firm wide objectives.
- Acting as a point of contact for all queries in relation to The Capsticks Academy for partners, fee earners and business services.
- Administering all aspects of L&D programmes and training courses including coordinating appropriate invitation lists, booking rooms and refreshments (as and when required), providing joining instructions and collating pre and post course evaluations.
- Proactively coordinating the feedback process including compiling reports which detail themes and sharing these with the Talent and Diversity Business Partner in order to contribute to the further development of The Capsticks Academy.
- Assuming responsibility for the coordination, administration and facilitation of the firm wide induction programme for all new starters to the firm, liaising with the HR Business partner team as required.
- Dealing with all external training course requests including booking places, liaising with attendees, organising and raising payment etc.
- Developing excellent relationships with external training suppliers ensuring that all aspects of the relationship run smoothly.
- Establishing and maintaining appropriate L&D records including but not limited to; course nomination and attendee lists, the firm's register of coaches, external supplier lists etc., and providing updates as required.
- Assisting the Talent and Diversity Business Partner in the effective management of the talent development budget including coding invoices and liaising with Finance regarding payment.

- Assisting the Talent and Diversity Business Partner in the effective launch and maintenance of an e-Learning platform.
- Updating and curating content on The Capsticks Academy intranet site.
- Assisting the HR business partner team by coordinating annual divisional / departmental away days and off-site meetings.
- Taking a lead in how the HR team and the wider firm use the Objective Manager system including acting as a first point of contact for user queries, liaising with OM in relation to new starters / leavers, assisting with how the firm uses the systems throughout the annual appraisal processes and administering regular and ad-hoc reporting requests.
- Contributing to talent development projects as necessary.

Diversity and Inclusion

- Working with the Talent and Diversity Business Partner, assisting with all aspects of the administration and coordination of the firm's D&I programme.
- Supporting on D&I mandatory reporting requirements including running relevant reports and assisting with their compilation and publication on the firm's website.
- Playing an active role in supporting the day-to-day design and delivery of D&I programmes, initiatives, events and committees.
- Keeping up-to-date with D&I workplace best practice by attending relevant events, conducting research and building your own D&I network.

Risk and Compliance

- Coordinating all HR and Governance and Risk mandatory training processes (e.g. Anti Money Laundering, information security training etc.) And liaising with the Governance and Risk department to ensure compliance as required.
- Contributing to relevant HR and firm wide audits and any subsequent action plans, particularly in relation to the firm's external accreditations.

Candidate specifications

This is a great opportunity to be exposed to all aspects of talent development, learning and development and D&I in a forward looking firm. The successful candidate will be a pro-active self-starter who is able to build rapport at all levels and, as a member of a small team, flexibility will be key.

The ideal candidate will have:

- Proven experience of L&D administration within private, public or charity sector
- Good stakeholder management skills. Able to communicate, work collaboratively and form strong relationships and networks both internally and externally;

- Good planning and organisational skills;
- Ability to conduct basic research;
- Keen attention to detail;
- Good IT skills including Word and Excel;
- Pro-active approach to solving problems and contributing ideas, and
- Committed to D&I with a good understanding of the needs of underrepresented communities and a commitment to making their voices heard.

Capsticks is an equal opportunities employer

At Capsticks we value diversity and we're committed to creating an inclusive and supportive working environment where everyone is able to be themselves and reach their full potential. Capsticks is committed to providing equal opportunities for all and therefore we strongly encourage applications from underrepresented groups.

Capsticks is an agile firm and is open to conversations about flexible working.

In 2020 Capsticks achieved a 1 star accreditation from Best Companies, the specialists whose recognition programme is the standard for workplace engagement. The Best Companies accreditation is really important to Capsticks as it focuses on the trust and value we place in our people, their wellbeing and their careers.