



Head of People and Talent Development

Location: LNER Stadium

Reports to: Chief Finance and Governance Officer

Directorate: Finance and Governance

Department: People

The Head of People and Talent Development is responsible for all aspects of Human Resources across the company. The role covers people management and recruitment, Talent development and EDI strategy and compliance. The Head of People and Talent Development will drive education and training to LCFC staff to meet the high standards required for the club to reach its goals. They will recruit staff ensuring new recruits fit with the Club culture and be a catalyst for new programs to develop leadership and succession planning.

Key Responsibilities:

People Management and Recruitment

- Be actively involved in the recruitment process, including preparing job descriptions and person specifications, posting advertisements to ensure maximum exposure, shortlisting candidates and attending interviews.
- Manage a thorough and effective onboarding process for all new starters including preparing offer letters, seeking references, preparing contracts, setting up inductions, organising equipment and email addresses and setting up an account on the online HR system.
- Support managers with probation, disciplinaries, conduct, absence, appraisal and performance management and professional development.
- Review, develop, and maintain HR policies, procedures and practices in accordance with any changes to legislation and ensure they are adhered to throughout the club alongside the Director of Legal and Governance. Ensure that any changes are effectively communicated.
- Monitor the effectiveness of the online HR system and review.
- Ensure that employee records are always kept up to date.
- Working closely with the Finance department to adhere to departmental salary budgets.
- Constantly review the wellbeing of current staff through surveys and performance reviews and offer support where necessary.
- Lead the 3E's culture to all staff at the club and review and monitor.



Talent Development

- Ownership of the Individual Development Plans (IDP's) process. Review and collaborate to feedback to senior management.
- Always maintain a Succession Planning process to ensure stability and sustainability to match the LCFC ethos.
- Identifying weaknesses amongst existing staff and providing possible training and education to strengthen.
- To develop and implement an "Elite Leadership Program" for all those staff members selected as part of the succession planning process.
- Work closely with the Chief Finance and Governance Officer to pioneer the first "Off the Pitch Elite Program"

EDI Strategy and Compliance

- Ensure that all EDI requirements, rules, and regulations are met.
- Ensure adherence to the EFL Code of Practice.

Role Requirements:

- Energy and passion for the role with a desire to make a difference and improve others consistently.
- A process driven and highly organised individual that will have high standards for every aspect of the role.
- Maintain exceptional attention to detail
- Handle confidential information with discretion.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and familiarity with HR software.
- Demonstrate exceptional written and verbal communication skills.

Key Objectives:

- Develop and maintain a competent and reliable HR department that the company can be proud of.
- Provide constant and reliable support to the LCFC workforce including wellbeing support.



- Enhance the onboarding process so that it is effective and efficient as possible.
- Develop the recruitment process to attract the best talent to LCFC.
- Using effective education and training to develop existing talent and improve weaknesses in the team to drive effective succession planning.
- Implementation of club programs to install longevity and stability to staff's long-term performance and minimise staff turnover.
- Ensure full EDI Strategy and compliance is effective.