



Join Our Team as a

# OFFICER TALENT DEVELOPMENT & EMPLOYEE ENGAGEMENT

## Role Overview

We are seeking a dynamic and motivated individual to support the Head of Learning and Development in implementing innovative strategies that enhance employee skills, engagement, and career growth. The ideal candidate will play a crucial role in supporting the bank's learning initiatives and fostering a culture of continuous improvement and inclusivity.

## The Job:

- ▶ Collaborate with the Head of Learning and Development to design, implement, and evaluate talent development programs that align with the bank's strategic goals.
- ▶ Support the delivery of high-impact learning initiatives, including workshops, leadership development programs, and e-learning solutions.
- ▶ Monitor and report on employee engagement levels, working closely with managers to implement effective engagement strategies.
- ▶ Assist in developing performance improvement plans and career development pathways for employees.
- ▶ Coordinate with internal and external stakeholders to ensure the smooth execution of learning and development initiatives.
- ▶ Maintain accurate records and analytics on talent development programs, employee participation, and engagement metrics.
- ▶ Provide administrative support to the Learning and Development team, including scheduling, budgeting, and logistics management.

## The Person:

- ▶ 2+ years of experience in talent development, employee engagement, or human resources.
- ▶ Professional Qualification in HRM or an equivalent.
- ▶ Strong understanding of learning and development best practices.
- ▶ Excellent interpersonal and communication skills, with the ability to build relationships at all levels of the organization.
- ▶ Ability to manage multiple projects simultaneously and meet deadlines.
- ▶ Proficiency in Microsoft Office and experience with learning management systems (LMS) and/ or graphic design tools (Canva, Photoshop etc) is a plus.
- ▶ Passion for continuous learning and a commitment to fostering a positive workplace culture.

## Benefits

The right candidate can look forward to a remuneration package inclusive of staff loan benefits at concessionary interest rates and career prospects.

Applications must be forwarded via email to [jobs@unionb.com](mailto:jobs@unionb.com) with the names of two non-related referees on or before **25th September 2024**. The email subject line must state **"Officer – Talent Development and Employee Engagement"**. All applications will be treated with strict confidence. Only shortlisted applicants will be notified

**We are an equal opportunity employer**