

Job Title: **Talent Development Officer**

Location: **West Midlands**

Company: **Proffer Solution Ltd**

Reports To: **CEO/EPD/ECS**

Date: **04/06/2025 – 18/07/2025**

Position Overview:

We are seeking a highly motivated and experienced Talent Development Officer to join our esteemed staffing and recruiting firm. In this pivotal role, you will be responsible for designing, implementing, and assessing talent development programs that align with our organizational goals and foster employee growth. As the Talent Development Officer, you will work closely with department heads and human resources to identify skill gaps and career development opportunities within the organization. Your expertise will assist in creating customized training initiatives that not only enhance our team's capabilities but also contribute to employee satisfaction and retention. You will be a key player in cultivating a culture of continuous improvement and development, facilitating workshops, and leveraging various learning methodologies to engage employees. Furthermore, you will conduct assessments to evaluate the effectiveness of training programs and provide actionable recommendations for enhancements. Your efforts will ultimately drive our mission of building a proficient workforce that meets the evolving needs of our clients and maintains our competitive edge in the staffing and recruiting industry.

Key Responsibilities

- Manage and coordinate shift bookings for various clients across multiple sectors.
- Act as the primary point of contact for clients regarding staffing needs and shift adjustments.
- Resolve scheduling conflicts and ensure adequate staffing levels at all times.
- Utilize scheduling software to monitor shifts and maintain accurate records of employee availability.
- Communicate with staff to inform them of scheduled shifts and any changes promptly.
- Work collaboratively with management to forecast staffing requirements and adjust bookings accordingly.
- Conduct regular audits of staff schedules to ensure compliance with labor laws and company policies.

Requirements:

- Bachelor's degree in Human Resources, Business Administration, or a related field preferred.
- Proven experience in staffing, scheduling, or recruiting roles.
- Strong proficiency in scheduling software and Microsoft Office Suite.
- Excellent communication skills, both verbal and written.
- Ability to work in a fast-paced environment and prioritize tasks effectively.
- Strong problem-solving skills and attention to detail.
- Flexibility to adapt to changing staffing requirements and scheduling needs.

Application Process:

Interested candidates are invited to submit their resumes and a cover letter detailing their qualifications and experience to applications@proffersolutionltd.co.uk. The company is committed to diversity and inclusion and encourages applications from all qualified individuals.

Proffer Solution Ltd is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.