

Role Profile

Role:	Senior Talent and Inclusion Advisor
Directorate:	People Team
Salary Band:	7
Post Reference:	CEO57
Job Evaluation Date:	September 2026
Role Statement of Purpose:	To deliver key talent, inclusion and workforce initiatives that support TfGM's strategic workforce planning, ED&I action plan and recruitment service improvement priorities. The role will drive agreed actions through to completion, using data, stakeholder engagement and practical delivery to improve attraction, candidate experience, governance, recruitment processes and inclusive workforce outcomes.
Reports to:	Talent Acquisition Manager

	Key Role Outputs (KROs) <i>these set out what must be achieved for the post holder to be successful in the role</i>	Key Actions <i>These set out how the KROs will be achieved – the activities required.</i>
1.	Workforce, inclusion, attraction and talent initiatives delivered to agreed outcomes, timescales and quality standards.	• Deliver agreed actions from the ED&I action plan, workforce planning roadmap and talent attraction priorities to agreed timescales and standards. • Support project activity by managing milestones, actions, dependencies and risks through to completion. • Produce delivery updates, evidence and outputs that demonstrate progress, impact and completion of agreed activity.
2.	Recruitment projects, programmes and continuous improvement activity that enhance organisational capability and talent acquisition performance.	• Support delivery of recruitment projects and improvement activity that support workforce priorities and improve talent acquisition performance. • Support implementation of agreed process changes, working with stakeholders to embed improved ways of working. • Track delivery benefits, lessons learned and user feedback to confirm improvements are practical, sustainable and effective.
3.	Recruitment systems, contingent labour arrangements, governance processes and supplier frameworks that support effective, compliant and	• Deliver JobTrain improvements, including agreed system changes, process enhancements, reporting updates and user guidance. • Support permanent recruitment into priority roles to reduce avoidable reliance on contingent labour and

	efficient workforce resourcing.	deliver a more sustainable workforce. • Coordinate contingent labour and supplier arrangements, including framework use, performance tracking, issue resolution and accurate management information. • Apply robust governance to contingent labour arrangements, ensuring appropriate approvals, IR35 determinations, procurement compliance, framework usage and supporting records are in place.
4.	Workforce, recruitment and labour market insights that inform decision-making and support organisational priorities.	• Gather and collate workforce, recruitment and labour market information that supports strategic workforce planning and recruitment delivery. • Identify trends and put forward recommendations that inform priorities, actions and improvement plans. • Produce regular reports. • Maintain delivery trackers and reporting to monitor progress, risks, outcomes and completed activity.
5.	Inclusive recruitment practices, targeted interventions and employer brand activity that improve attraction, accessibility and candidate outcomes.	• Support delivery of targeted recruitment and inclusion interventions that improve attraction, accessibility and candidate outcomes for underrepresented groups. • Deliver employer brand and EVP activity, including content, campaigns and engagement that promote TfGM as an inclusive employer. • Use candidate feedback, hiring manager feedback and recruitment data to deliver actions that remove barriers and improve the recruitment experience.
Compulsory Outputs (COs) <i>these set out what must be achieved for the post holder to be successful in the role</i>		Key Actions <i>These set out how the COs will be achieved – the activities required.</i>
C1	Compliance with organisational policies and relevant legislation	• Data Protection legislation • TfGM Safety Management System • Bus Operator contractual management • Dignity at Work Policy; • Information assurance and security in line with Cabinet Office requirements; • Risk Management • Equality and Diversity legislation • TfGM Vision and Values • TfGM's Behaviours and Competencies
C2	Any other reasonable duties as required from time to time	Deputise for Senior Talent and Inclusion Partners as and when required

Key Interdependencies

Key Contacts	• People team members • Recruiting managers • Colleagues at all levels • Heads of Service • Departmental Managers • Directorate Management Teams • Trade Union colleagues • Employee network members
Direct reports	None
Budgetary responsibility	None
Location	TfGM, 2 Piccadilly Place, Piccadilly, Manchester, M1 3BG

Office Use Only	Updated	Updated	Updated	Updated	Updated
Created By					
Hannah Cressey September 2026					

Person Specification

Senior Talent and Inclusion Advisor <i>(Knowledge, skills and experience required at selection stage)</i>	
E	Essential Experience, Knowledge and Skills:
E1	Experience of delivering recruitment, talent, inclusion or workforce-related projects through to agreed outcomes and timescales.
E2	Experience of supporting delivery of ED&I initiatives, action plans or targeted interventions that improve attraction, accessibility or workforce outcomes.
E3	Experience of contributing to strategic workforce planning activity, including gathering information, coordinating actions and delivering agreed outputs.
E4	Experience of delivering operational improvements, process changes or system enhancements within a recruitment, HR or people service environment.
E5	Knowledge of recruitment systems and applicant tracking processes, with the ability to deliver improvements to user experience, data quality and reporting.
E6	Ability to analyse workforce, recruitment and labour market data and turn insight into clear actions, recommendations and delivery plans.
E7	Good stakeholder management skills, with the ability to work effectively with hiring managers, People colleagues, suppliers and internal networks to deliver activity.
E8	Strong planning and organisational skills, with the ability to manage multiple actions, deadlines, risks and dependencies.
E9	Excellent written and verbal communication skills, with the ability to produce clear updates, guidance, reports and recommendations.
D	Desirable Experience:
D1	Experience of working with JobTrain or another applicant tracking system to deliver system, process or reporting improvements.
D2	Experience of supplier, framework or contract management activity within a recruitment, HR or people service environment.
D3	Experience of supporting employer brand, EVP, attraction campaigns or candidate engagement activity.
EQ	Essential Qualifications – Technical, Vocational or Educational:
EQ1	CIPD membership or equivalent professional qualification or experience.
EQ2	Evidence of continuing professional development relevant to recruitment, HR, inclusion, workforce planning or project delivery.
DQ	Desirable Qualifications – Technical, Vocational or Educational:
DQ2	Project management related qualification.
EA	Essential Attributes:
EA1	Delivery-focused, proactive and able to take ownership of actions through to completion.
EA2	Inclusive, collaborative and able to build effective relationships across teams, services and stakeholders.
EA3	Confident working with data, evidence and feedback to identify issues and deliver practical improvements.
EA4	Organised, resilient and able to manage competing priorities while maintaining quality and attention to detail.
EA5	Committed to TfGM's values, inclusive behaviours and continuous improvement.