



Job Title	Talent Manager (Selection and Development)
Directorate	HR team in the Corporate Services & Grants Directorate
Accountable to	Head of Human Resources
Responsible for	No direct reports initially but expected to manage external providers and coordinate cross-functional teams.

About Us

The Royal Marsden is a world leading cancer centre, pioneering research, treatment and care for patients across the UK and worldwide. At The Royal Marsden Cancer Charity, we believe that through funding the life-saving research and world-leading treatment and care at The Royal Marsden, we can save the lives of people with cancer everywhere. From funding state-of-the-art equipment and ground-breaking research, to creating the very best patient environments, we will never stop looking for ways to improve the lives of people affected by cancer.

We are a very ambitious organisation which has gone through transformational growth over the past five years. Alongside funding an existing programme of world-leading research, treatment and care, the Charity completed its largest capital appeal to date, successfully raising £70 million to build the Oak Cancer Centre at the hospital's Sutton site, which opened in summer 2023.

With one in two of us expected to develop some form of cancer, it is essential that we go even further in our fundraising efforts to support the essential work of The Royal Marsden. Therefore, we are delivering our most ambitious strategy yet, that will see us raising at least £215m over the 5-year period.

The Charity is committed to raising £200 million, through its Global Cancer Appeal, for a new major development project in Chelsea. There is also an extensive portfolio of engaging projects outside of the capital appeals, that help to support all aspects of the hospital's work to improve the lives of cancer patients

Our Values

We know that to succeed it is critical to work collaboratively, with a set of shared behaviours that guide and govern how we work every day. In consultation with our staff, we have defined five Values which we believe are central to who we are and how we work and we are committed to living them daily.

We are:

Respectful

We believe in a safe, supportive workplace, seek the expertise and contribution of others and are mindful of the needs of our supporters and stakeholders.

Kind

We are caring, responsive, considerate, and generous with our time.

Ambitious

We have high aspirations and are enterprising in our approach.

Purposeful

We make informed decisions which support our agreed priorities, showing desire and determination to achieve our goals to make a tangible difference.

Versatile

We explore alternative solutions and respond positively to new opportunities to maximise our impact.

The Human Resources Team

The Human Resources team is central to the smooth running of the Charity, ensuring that the structure and management of our workforce and culture is aligned with our Values and supports the achievement of our strategic aims and objectives. We also develop and manage systems, processes, Policies and Procedures to support the good management and development of our people. This includes subject matter expertise in the areas of recruitment, onboarding, learning and development, organisational culture, diversity and inclusion, pay and benefits and employee relations.

Job Purpose

To lead and deliver strategic and operational initiatives that enhance the Charity's ability to attract, select, retain and develop outstanding talent. This role will support hiring managers in recruitment and selection, develop and implement the annual training and development plan, and coordinate key Charity wide learning and engagement events. The postholder will also champion inclusive learning practices and contribute to the wider diversity and inclusion agenda.

Working Relationships

Internal:	HR team, hiring managers and line managers, senior leadership, staff across directorates
The Royal Marsden:	Learning and Organisational Development team
External:	Recruitment agencies, training providers, consultants

Key areas of responsibility

1. Talent Attraction and Selection

- Lead initiatives to attract top talent, including optimising job adverts and agency partnerships.
- Build and develop recruitment and selection capability across hiring managers through training and coaching.
- Ensure recruitment practices are inclusive, equitable, and aligned with the Charity's Values.

2. Learning and Development

- Develop and implement the annual training and development plan based on outputs from Performance Development Reviews.
- Develop and deliver a longer-term plan to support succession planning and career development
- Deliver soft skills, management and personal development training sessions online and face to face.
- Source and manage external providers for specialist training needs.
- Collaborate with The Royal Marsden's Learning and Development team to maximise use of the hospital's Learning Hub and other resources.
- Lead on innovative learning approaches such as skill sharing and action learning sets.
- Evaluate the impact of learning activities to generate improvements and report on outcomes.

3. Charity-wide Events and Engagement

- Coordinate and support the delivery of key staff engagement events including the All Staff Away Day, All Staff Meetings, Lunch and Learn sessions, and support Directorate away days.
- Ensure events are inclusive, engaging, and aligned with organisational culture.

4. Diversity and Inclusion

- Deliver learning and development activities that support the Charity's diversity and inclusion goals.
- Work collaboratively to embed inclusive practices across all talent and learning initiatives.

This job description is intended as an outline of the general areas of activity within the job role. It will be amended from time to time in the light of the changing needs of the organisation.

Person Specification

Candidates must be able to demonstrate	Essential (E) or Desirable (D)
Qualifications & Training	
CIPD qualification or equivalent experience	Essential
Training or teaching qualification or equivalent experience	Essential
Experience and knowledge	
Proven experience in talent development	Essential
Experience of recruitment and selection	Desirable
Experience designing and delivering training programmes	Essential
Strong event coordination skills	Essential
Familiarity with evaluating learning outcomes	Essential
Understanding of diversity and inclusion in the workplace	Essential
Key competencies	
Excellent communication and interpersonal skills	Essential
Strategic and operational thinking	Essential
Ability to build relationships across all levels	Essential
Strong organisational and project management skills	Essential
Commitment to continuous improvement and innovation	Essential

The above criteria are necessary for this post and will be used when shortlisting applicants for interview and throughout the recruitment and selection process.

Conditions of Service

Salary	£45,000 - £50,000 per annum
Contract Type	Permanent
Hours of Work	37.5 per week
Location	Hybrid working, with a mix of office and home working, based at our Chelsea or Sutton site, with occasional working from the other site.
Benefits	27 days annual leave allowances, contributory pension scheme, life insurance, enhanced maternity and adoption pay, employee assistance programme, subsidised canteens, flexible working and more. Refer to our summary of benefits information attached, and on our website for further details.

Diversity and inclusion

The Royal Marsden Cancer Charity believes in treating people fairly with respect and dignity, and in valuing diversity. We believe that a diverse workforce allows us to deliver on our mission to ensure our nurses, doctors, researchers and supporting staff can provide the very best care and develop life-saving treatments for cancer patients.

We believe everyone has the right to live their life without fear and prejudice and contribute to society in a way which is authentic to them.

It is this core belief that underscores our commitment to providing equal opportunities for all staff and volunteers at the Charity. Our aim is to foster a supportive culture which values the contribution of each member of the team regardless of their age, sex, gender reassignment, sexual orientation, marriage or civil partnership, pregnancy and maternity, disability, nationality, race, religion or belief.

Ultimately, our aim is to create a workforce which is representative of the people we exist to support, whilst contributing to the creation of a more equitable, diverse and inclusive charitable sector.

Summary of Benefits

Work Environment

- Bright modern office in Chelsea, a short walk from South Kensington station.
- Our Sutton office is based in the heart of the hospital, alongside staff and patients. A shuttle service to and from Sutton station is provided in the morning and at the end of the day.
- On-site subsidised canteens.

Pay and Pension

- Competitive salaries benchmarked against the market with annual increases.
- Auto- enrolment in our Aviva pension scheme from day one.
- Up to 6% employer contributions subject to matched contribution from you (increasing with length of service).

Work-Life Balance

- Enhanced occupational maternity and adoption leave and pay.
- Flexible working options to support those with caring responsibilities

Holidays and Time Off

- 27 days annual leave per annum plus UK bank holidays (pro rata for part time staff)
- Entitlement rising to 29 days (pro rata for part time staff) after five years' service.
- Opportunity to carry over 5 days (pro rata for part time staff) into following annual leave year.

Health and Wellbeing

- Self-referral to a confidential counselling service for work related or personal reasons.
- Access to an employee assistance programme designed to save you money and improve your physical, financial, and mental health and wellbeing.
- Free sight test every two years and contribution towards any glasses required for work purposes.
- Generous paid sick leave based on service.
- For members of our pension scheme, we offer life insurance of twice your annual salary subject to the rules of the scheme.

Flexible Working

- Hybrid working for most roles which allows you to work from the office 40% of your time and from home for 60% of your time each month.
- Flexible working hours for most roles which allows flexibility outside of our core hours of 10am to 4pm.
- Provision of laptop to work from home.