



JOB DESCRIPTION

Title:	People Assistant (Talent & Development 80% and Diversity, Equity & Inclusion 20%)
Hours:	9.30 am to 5.30 pm, and as required, flexible applications considered
Working week:	Monday to Friday
Reports to:	Talent & Development Senior Manager
Department:	People & Culture
Purpose of job:	As a People Assistant providing support to Talent & Development and Diversity, Equity and Inclusion, you will provide comprehensive, proactive administrative and coordination support across these areas to ensure efficient delivery of key processes and contribute to a seamless employee experience. You will support programme delivery, systems management and continuous improvement whilst developing your capability within these specialist areas of the People & Culture team.

The People & Culture Team: The People & Culture team play a key role in delivering the Firm's strategy by attracting, developing and retaining key talent. The team is inclusive, friendly and hard working. They are driven to provide high quality client service and work collaboratively with each other

Key Responsibilities

Talent & Development

- Coordinate the end-to-end logistics for internal learning and development programmes, including scheduling sessions, issuing invitations, booking rooms, and ensuring all materials and resources are prepared and available.
- Distribute pre-reading materials and post-session feedback, ensuring a professional and well-organised participant experience.
- Maintain and manage a central Talent & Development calendar, ensuring all activity is accurately scheduled, communicated, and up to date.
- Coordinate and schedule coaching sessions, liaising with internal stakeholders and external providers as required.
- Manage bookings for external courses and programmes, ensuring timely enrolment, clear communication, and accurate record keeping.

Talent & Programme Coordination

- Coordinate the end-to-end logistics for promotion processes, including scheduling interviews, tracking applications, maintaining documentation, recording outcomes and acting as a point of contact for queries, working in close collaboration with the People Operations Assistants to ensure all employee records, personal files, and systems are accurately updated in line with agreed processes.

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- Maintain and regularly update waitlists of employees interested in development opportunities and programmes.
- Support the delivery and rollout of Talent & Development initiatives and new programmes, including firmwide launches (e.g. Campus).
- Promote learning content and development opportunities (including MBL resources), ensuring awareness and uptake across the firm.
- Update and maintain Talent & Development induction materials, ensuring consistency, quality, and relevance.

Systems, Platforms and Content Management

- Monitor and manage the Firm's LMS VinciWorks, including assigning learning, setting up refresher courses, tracking completion of courses and continuing competency requirements and following up where required to ensure compliance, including sharing missed compliance with line managers at key points in the year in line with the firm's performance approach.
- Take ownership of the Talent & Development content pages on the firm's portal, ensuring information is accurate, up to date, user-friendly and designed to support effective employee self-service.
- Support the development and ongoing maintenance of LMS content, including uploading, updating and organising learning materials.
- Act as a point of support for our performance management system (outside of core Operations issues), This includes responding to queries on system navigation, check-ins, goals and feedback functionality, acting as a super user for the platform, identifying opportunities to maximise its use and working in partnership with the Strategic Data & Systems Advisor to enhance functionality, adoption and overall effectiveness.

Data insights and Continuous Improvement

- Support the analysis of talent and engagement data (e.g. performance data and engagement surveys), contributing to the identification of trends and insights.
- Maintain accurate records, trackers, and reporting for all Talent & Development activity, ensuring data integrity and consistency.
- Identify opportunities to improve processes, systems, and ways of working, contributing to continuous improvement across Talent & Development operations.

Diversity Equity & Inclusion (DEI)

- Provide coordination and administrative support for DEI activities and events.
- Support the coordination of DEI submissions, surveys and related activity.
- Coordinate DEI meetings and forums, including arrangements for Chairs and key stakeholders.
- Managing administration of DEI Networks including email distribution lists
- Support the delivery and rollout of DEI initiatives and new programmes, including firmwide launches of programmes

Every effort has been made to ensure that this is a full description of the tasks and responsibilities of this role. However, it is not an exhaustive list. The job description may be changed or developed at any time to reflect changes as required. However, material changes will not be made without full consultation with the post-holder.

Kingsley Napley are committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will be considered for employment regardless of race, age, disability, gender identity, sexual orientation, gender reassignment, marriage and civil partnership, pregnancy and maternity and religion.

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PERSON SPECIFICATION

Job Title: People Assistant

	<u>Essential</u>
Knowledge and Technical Ability:	• Excellent administration and organisational skills • Experience of working for a number of people at the same time, at different levels • Experience of working within a very busy, deadline driven, environment • Ability to deal with high level workloads and changing priorities • Has a keen interest to develop knowledge and broaden their skill base to contribute to the business • A genuine interest in People and Culture
Client Care:	• Has a high standard of work and ability to complete work within agreed timescales with excellent attention to detail • Ability to work in a proactive and collaborative manner • Excellent communication skills with the ability to deal with people at all levels • Ability to deal with external contacts • Ability to remain calm under pressure and in demanding situations • Excellent interpersonal and telephone skills • Understand the importance of confidentiality, information security and data protection and act accordingly • Ability to deal with sensitive matters
Firm Wide Skills:	• Strong IT proficiency including Outlook, Word and Excel, PowerPoint and ability to learn any other core systems implemented by the firm • Interest in developing an awareness of the firm's business • Adopt a firmwide approach, working collaboratively with others across the firm
Attributes:	• Ability to demonstrate behaviour in keeping with the Firm's core values of Teamwork and Respect, Integrity and Fairness, Commitment and Understanding • A team player with a flexible approach and a willingness to work with others in the team and across the firm as needed • Encourages an open culture of feedback and improvement • Demonstrates a 'completer/ finisher' mindset – hardworking and committed to meeting tasks and deadlines with strong decision-making skills • Adopts a positive and open 'growth mindset' to change • Proactive and hands-on approach, eagerness to learn and gain experience

All applicants who are offered permanent or long-term employment, or partnership, will be subject to a criminal record check by the Disclosure and Barring Service (DBS) before the appointment is confirmed. Because Kingsley Napley LLP meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, a 'basic disclosure' will be sought. This will reveal 'unspent' convictions. A criminal record is not necessarily a bar to employment or partnership; each matter will be considered on its own circumstances and merits.