

Job Description

Job Title:	Learning, Development & Talent Specialist
Department:	Operations
Reports to:	Business Operations Manager
Location:	Halifax Office with Hybrid working available
Job Type:	Permanent - 40 hours per week

About Equipment Management Solutions

EMS is a specialist equipment management solutions provider to large manufacturing organisations across the UK, Ireland, Europe and North America, with offices in Belfast, Dublin and Halifax. Operating mainly within the FMCG sector, EMS controls equipment pools that are used to distribute our customers' products to market. Customers include Coca Cola, Britvic, Danone, Nivea and Johnson & Johnson. Pallets are the primary equipment type but other equipment such as totes, plastic baskets and trays are also managed.

Job Summary

We are seeking a motivated and proactive Learning, Development and Talent Specialist to join our team. This role will play a key part in developing our people, supporting managers and helping EMS attract and retain talented individuals across the organisation.

You will be responsible for designing and delivering engaging learning programmes, supporting career development and progression and coordinating recruitment activity to help bring great people into the business. Working closely with managers across the organisation, you will help build capability, strengthen our talent pipeline and contribute to the continued growth and success of EMS.

We're looking for someone who is enthusiastic, proactive and enjoys building people capability while supporting recruitment and business growth.

Responsibilities and Duties

Training Delivery & Design

- ≡ Design, coordinate, and deliver training programmes that directly enhance employee skills and business performance.
- ≡ Design, maintain, and update training materials, guides, and resources to support learning and knowledge retention.
- ≡ Identify, evaluate, and coordinate external training providers, solutions, and technologies to meet business needs.
- ≡ Design, deliver, and support onboarding programs for new starters, alongside ongoing refresher and progression training for existing employees.
- ≡ Evaluate the effectiveness of training initiatives through feedback, assessments, and performance metrics, recommending improvements where necessary.

Learning Operations

- ≡ Manage training schedules, logistics, and delivery plans.
- ≡ Maintain learning records and support use of LMS or learning tools.
- ≡ Coordinate external training providers where required.

Talent & Recruitment Support

- ≡ Support recruitment and onboarding processes, helping the business identify, attract, and retain high-quality talent.
- ≡ Coordinate job postings, candidate communications and interview scheduling.
- ≡ Assist with candidate screening and support the interview process where required to ensure successful hiring outcomes.
- ≡ Ensure a positive and professional candidate experience throughout the recruitment process.
- ≡ Support the onboarding of new employees in collaboration with hiring managers and training programmes.
- ≡ Maintain accurate recruitment records and provide insightful hiring reports to support business decisions.

Capability & Progression Support

- ≡ Play a pivotal role in implementing and maintaining the company's progression framework, ensuring it is regularly updated, effectively communicated, and actively supports colleagues in their career development and role progression.
- ≡ Work with managers to identify skills gaps and appropriate learning solutions.
- ≡ Embed learning into day-to-day work through practical, applied approaches.

Evaluation & Improvement

- ≡ Evaluate training effectiveness using feedback, assessments, and performance data.
- ≡ Recommend and implement improvements to learning delivery.
- ≡ Maintain awareness of L&D best practice and tools.

Collaboration & Continuous Improvement

- ≡ Stay up-to-date with industry trends, best practices, and innovative training tools to continuously enhance learning programs.
- ≡ Foster a culture of continuous learning and development across the organisation.

Qualifications and Skills

Essential:

- ≡ Experience in delivering training in a corporate or customer support environment.
- ≡ Strong communication and presentation skills, with the ability to engage diverse audiences.
- ≡ Demonstrated ability to design training programs and create effective learning materials.
- ≡ Excellent attention to detail, organisation and analytical skills.
- ≡ Ability to provide constructive feedback in a supportive and professional manner.
- ≡ Proficiency in using MS Office.

Desirable:

- ≡ Formal qualification in Learning and Development, Training, HR, or a related field.
- ≡ Experience using learning management systems.
- ≡ Experience supporting onboarding and role-based training.
- ≡ Experience supporting recruitment processes or talent acquisition activities.

Requirements

- ≡ Available to work Hybrid working pattern, being present in an EMS office at least 3 days per week.
- ≡ Prepared to travel between EMS offices in different countries.
- ≡ This is normally a 9-to-5 role, but occasional longer hours may be needed with flexibility offered in return.

What We Offer:

- ≡ You will have the opportunity to lead learning initiatives, support talent strategy and develop your own expertise in L&D and recruitment.
- ≡ A supportive, collaborative and inclusive working environment.
- ≡ Professional development opportunities to enhance skills and career progression.
- ≡ Competitive salary and benefits package.
- ≡ Hybrid working (Office 3 days / Home 2 days).
- ≡ Flexible working environment.