

JOB DESCRIPTION

Job Title: People & Development Manager
Directly reports to: Company Secretary
Location: Glasgow/Warrington
Role Type: Full time, permanent

Position Summary

The People & Development Manager will support the development of people capability across the business, with a strong focus on onboarding, early career development, and consistent HR practices.

The role works closely with the business leaders and the Academy to ensure employees are recruited, welcomed, trained and supported in a structured and practical way.

A key part of the role will be strengthening support for England-based teams and helping embed consistent people processes as the business grows.

Key Responsibilities

Talent & Recruitment Support

- Support recruitment and interview processes, particularly for early-career and technical roles
- Ensure consistent assessment of behaviours, potential and cultural
- Work with managers to improve the quality and consistency of hiring decisions

Onboarding & Induction

- Design and deliver structured onboarding programmes for all new starters
- Ensure a consistent onboarding experience across the business
- Support managers and new employees through probation and early performance reviews

Learning & Development

- Help design and deliver practical, job-relevant training across all levels.
- Work with the Academy to ensure materials and pathways are consistent and accessible.
- Support apprentices, graduates, and early-career employees through their development.
- Promote blended learning (workshops, on-the-job training, in-house sessions).

Standards, Quality & Consistency

- Work closely with the WW Quality function to embed standards into training and development
- Reinforce the Wallace Whittle way in all development and onboarding activities.
- Track training activity, feedback, and skills gaps to support continuous improvement.

Stakeholder Engagement

- Build strong relationships with managers and teams, particularly in England.
- Maintain a visible presence across offices as required.
- Work collaboratively on people development, policies and processes.

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What Success Looks Like

- New starters feel supported, capable, and confident in their first 3–6 months.
- Managers feel equipped to develop their teams and handle people processes.
- Training is practical, relevant, and aligned with business standards.
- Early-career staff are retained, supported, and progressing well.
- England teams feel more aligned, connected, and supported.

Skills & Experience Essential

- Experience in learning & development, HR development, or people-focused roles.
- Strong understanding of onboarding and training design.
- Experience supporting interviews and recruitment processes.
- Confident working with managers at all levels and building strong relationships.
- Organised, people-oriented, and able to deliver practical training and guidance.