

Identify and manage talent in a food and drink business

Overview

This standard is about the skills and knowledge needed for you to identify and manage talent in a food and drink business.

Talent management is key to optimising the performance of individuals within an organisation. Developing and retaining good quality employees is crucial in gaining a competitive advantage and achieving organisational objectives. Talent can be managed exclusively for certain colleagues or inclusively for the whole workforce. Talent management is an influential strategy that has huge benefits for the individual and the success of the food and drink business.

You will need the skills and knowledge to identify training, development and promotion opportunities for colleagues, aiding organisational objectives and short and long term career objectives. You must also have the skills and knowledge to adhere to organisational procedures relating to the development, performance and retention of staff.

You will need to know and understand the tools and techniques used to manage talent available to an organisation. You must also need to know and understand the benefits and challenges encountered when implementing talent management systems.

This standard is for you if you work in food and drink manufacture and/or supply operations and are involved in managing talent in a food and drink business.

Performance criteria

You must be able to:

Invest in talent development

1. determine the skills, knowledge, abilities, experience and potential of yourself and people in your area of responsibility
2. confirm the short and long term career goals and objectives of the people in your area of responsibility
3. identify day to day and long term opportunities for the development of people within your area of responsibility
4. utilise formal and informal methods to aid development of the individual
5. deploy individuals across the food business to aid the success of the food and drink business and/or to aid development of the individual
6. invest in the management, leadership and development of the talent in your area of responsibility

Support talent development

7. confirm words and actions support the employer branding of the food and drink business
8. confirm words and actions support the employer branding of the food and drink business
9. identify areas of low retention and high turnover and address the reasons for this
10. provide feedback to colleagues on their abilities and potential
11. recognise and reward staff based on performance
12. provide support to people during conflict, grievance, challenges and issues affecting attendance and performance at work
13. be open and supportive to changes in work patterns to aid retention and performance of colleagues
14. evaluate the organisational strategy and procedures for managing talent across the food and drink business
15. suggest improvements to the identification and management of talent

Knowledge and understanding

You need to know and understand:

1. the organisational processes for determining, planning and managing individuals' development needs and how to use them
2. what the methods of communication and information technology are in your organisation and how to make best use of them
3. how to determine the skills, knowledge, abilities, experience and potential of the people in your area of responsibility and why it is important to do so
4. why it is important to understand the long and short term goals and drivers for yourself and the people in your area of responsibility and how to confirm these requirements
5. how to identify the day to day and long term development, training and promotion opportunities for the people in your area of responsibility
6. why it is important to encourage a food and drink business culture that supports the retention and development of the individual
7. what the reasons for low retention and high turnover of staff are and how to identify them
8. how to reduce low retention and high turnover in your area of responsibility
9. what the organisational systems are for improving retention and how to implement them
10. how to address conflict, challenges, change and grievance and why it is important to adhere to organisational procedures when doing so
11. why it is important to evaluate talent management, including development, performance and retention procedures and how to do this
12. the strategic and operational importance of talent management in a food and drink business
13. the organisational tools and techniques available to track performance, development and retention of talent within a food and drink business
14. how information technology systems can be used to help in the management of talent
15. the advantages and disadvantages of having an active talent management system in a food and drink business
16. the advantages and disadvantages of inclusive and exclusive

talent management systems

17. how to embed the importance of talent management into organisational policies and procedures and why it is important to do so
18. how talent management and ensuring staff capacity and capability needed to achieve key organisational objectives can be complementary
19. the advantages and disadvantages of development of in-house staff and buying in and developing new talent
20. succession planning, its benefits and challenges and how it can be implemented across an organisation
21. the concept of war for talent and how it applies to the UK food and drink industry
22. the advantages and disadvantages of employer retention and performance schemes
23. why talent management is a dynamic process that requires regular assessment and evaluation

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