

Talent & Development Coordinator

Ruby Brown

- Ruby Brown is a key member of the Talent & Development team, providing comprehensive operational and administrative support across learning and development programmes.
- Ruby plays a central role in coordinating courses and events, managing bookings, schedules, learner communications, rooms and catering, while working closely with Business Partners to ensure the smooth delivery of learning activities. She also supports Graduate and Apprentice programmes, including event coordination, assessment centres, administration and communications.
- A strong focus of Ruby's role is using data and insight to improve the learner experience. She analyses waitlists, learner hours, NPS and attendance data, supports forecasting and produces reports to inform planning and decision-making.
- Ruby also manages and develops key digital systems, including SharePoint, LMS and StrengthScope, creating solutions that streamline workflows and provide effective support to learners and colleagues. Alongside this, she manages financial administration through SAP Fiori, including purchase orders, goods receipts, cross-charging and invoice processing.
- Through her combination of operational expertise, digital capability, data analysis and customer-focused approach, Ruby helps ensure Talent & Development services are organised, efficient and responsive to the needs of learners and stakeholders.

