

## **SAMPLE**

**Title:** Director of Talent Management  
**Job Family:** Manager of Process  
**Employee Name:** TBD  
**Employment Status:** Exempt  
**Supervisor Title:** COO  
**Date Revised:** June 2021

### **Summary of Position:**

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The Director of Talent Management is responsible for designing, implementing and managing talent strategies in alignment with IDF's strategic plan. The Director of Talent Management drives organizational effectiveness through talent acquisition, talent assessment, performance management, staff development and Inclusion, Diversity and Equity (IDE) programs. This position oversees policies and legal compliance requirements, including AAP, EEOC and employee relations and develops and tracks key metrics for organization-wide talent management efforts. The position is located in XXXXX.

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### **Position Responsibilities:**

- Develop, align and integrate overall talent strategy from requirement to solution in collaboration with the leadership team. This includes assessing talent needs, long-term hiring strategy and workforce capability development.
- Lead all recruitment activities and manage outside recruiting vendors.
- XXXXXXXX
- XXXXXXXX
- XXXXXXXX

### **Education:**

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- BA in a related field required
  - Master's preferred
  - SPHR, SHRM-SCP or similar HR certification strongly preferred
  - Any equivalent combination of training, education, and experience that demonstrates the ability to perform the essential functions of the position.

## Experience:

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- 10+ years of experience in talent management functions, including talent acquisition, HR business partner, organizational design, employee relations and compliance.
- Experience leading the development, communications strategy and implementation of HR programs.
- A track record of success implementing talent management practices including competency modeling, assessment, performance management, leadership development, employee engagement and succession planning.
- XXXXXX
- XXXXXX
- XXXXXX

## Technical Requirements:

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Proficiency in the following software programs is necessary for this role:

- Microsoft Office, including Word, Excel, PowerPoint, Outlook
- Experience with using an HRIS system

## Job Competencies

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### Universal Competencies for All Staff:

Details key behaviors necessary for each employee to perform effectively across whole organization. Target behaviors guide the goal setting and performance evaluation process. As each employee ascends in their career journey, they cultivate and utilize the new skills they acquire at each level.

- **Adaptability:** Adapts well to changes in assignments and priorities; adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles; approaches change positively and adjusts behaviors accordingly.
- **Communication:** Uses effective and accurate writing and speaking skills; clearly conveys and receives information to others in a timely manner that engages the audience, helps them understand the message, and invites responses; includes all relevant team members when sharing information.
- **Customer/Client Focus:** Makes customers (both internal and external) and their needs a primary focus of one's actions; developing and sustaining customer relationships.
- **Planning and Organizing:** Organizes work, sets priorities, and determines resource requirements; determines necessary sequence of activities needed to achieve goals in a complete and timely manner.
- **Teamwork:** Participates as an active and contributing member of a team to achieve team goals. Builds strong work relationships and adjusts to how individuals and organizations function and react. Responds positively to feedback and incorporates it into work. Works cooperatively with other team members, involves others, shares information as appropriate, and shares credit for team accomplishments.

**Manager of Process:**

- **Managing Work:** Shows ability to plan, schedule and direct work of self and others. Balances task requirements and individual abilities. Sets challenging yet achievable goals for self and others. Comfortably delegates responsibilities, tasks, and decisions; appropriately trusts others to perform; provides support without removing responsibility.
- **Decision Making/Problem Solving:** Identifies and understands issues, problems, and opportunities. Compares data from different sources to draw conclusions. Analyzes problems into components and recognizes interrelationships with an awareness of strategic priorities and objectives; makes sound, well-informed, and objective decisions. Compares data, information, and input from a variety of sources to draw conclusions; takes action that is consistent with available facts, constraints, and probable consequences.
- **Work Standards:** Setting high standards of performance for self and others; assuming responsibility and accountability for successfully completing assignments or tasks; self-imposing standards of excellence rather than having standards imposed.