



TRINITY HEALTH POSITION DESCRIPTION

Job Code:	T2569	Title:	Director Talent Management and Career Enrichment
Date:	June 2020	Reports To:	SVP Organization Effectiveness
FLSA:	Exempt	Approved By:	SVP Organization Effectiveness
Grade:	K26		

POSITION PURPOSE

Directs, leads and is responsible for strategically aligning Talent Management services to support Trinity Health's mission and strategic priorities. Designs the infrastructure, establishes key performance metrics, prepares and implements change management plans and provides ongoing oversight of the Trinity Health Talent Management processes and practices including talent and succession plans, career development, organization research, leadership assessments, and external and internal coaching.

ESSENTIAL FUNCTIONS

1. Knows, understands, incorporates and demonstrates the mission, vision and values of Trinity Health in leadership behaviors, practices and decisions while inclusively energizing change in identified areas
2. Directs, oversees and leads effective formulation and implementation, key performance measurement identification and monitoring, and periodic updating of all Trinity Health talent management programs, services, policies, processes and tools in alignment with organizational strategic priorities and needs, and with industry best practices.
3. Collaborates with key service partners to assess, analyze and support executive and other workforce talent management needs to integrate with functional areas responsible for fostering executive leader development (i.e., Integrated Clinical Services, Mission Formation, Executive Leadership Team, CEOs, CHROs, Diversity & Inclusion, HR Executive Team and OE leadership team.)
4. Directs, oversees and leads organization research services (e.g., engagement surveys, organization effectiveness surveys, etc.)
5. Manages and is responsible for Talent Management budget focused on achieving specific business outcomes. Oversees management of the approved budget including selection and costs associated with vendors.

6. Oversees screening, selection and service quality management of external vendors and consultants to support Talent Management needs (e.g. executive coaching, assessments, organization research, etc.).
7. Oversees and works with service area partners in the standardization, change planning and adoption of Trinity Health Talent Management tools, processes, programs, and resource materials.
8. Manages, leads, coaches and mentors staff and service partners in the delivery of Talent Management services. Demonstrates and promotes a safe and inclusive workplace culture through development of colleagues responsible for Talent Management services.
Keeps abreast of best practices and trends.
9. Directs, oversees and facilitates the succession management process, including collection and maintenance of all talent related data; planning, preparation and service partner education and coaching for system level competency-based talent reviews; preparation and analysis of talent reports supporting talent mobility, development and promotions.
10. Represents Trinity Health on talent management and career development related internal and external committees and task forces as required.
11. Maintains a working knowledge of applicable Federal, State and local laws/regulations; the Trinity Health Integrity and Compliance Program and Code of Conduct; as well as other policies and procedures in order to ensure adherence in a manner that reflects honest, ethical and professional behavior.

MINIMUM QUALIFICATIONS

1. Bachelor's degree in human resources management, organizational or leadership development, organizational psychology or related field or another applied behavioral science or a related field, or equivalent combination of education and experience. Advanced degree preferred.
2. Seven (7) or more years of progressively more responsibility for leading talent, succession and career development functions, which includes broad based knowledge of essential talent, succession and career development techniques including comprehensive and advanced knowledge of process design, development, management and implementation, preferably within the health care industry. ICF Certification preferred.
3. Experience establishing indicated talent related metrics, reporting and tracking that enables impact assessment of all Talent Management services.
4. Proven ability to collaborate with senior leadership as a credible, results-driven and valued business partner by engaging in proactive discussions and advisory around all aspects of Talent Management.
5. Demonstrated advanced analytical, evaluative and problem-solving skills to continuously review programs and processes utilizing quality and process design improvement tools and techniques to seek new, innovative ways to deliver higher value services more inclusively, efficiently and effectively.

6. Proven ability to effectively lead and manage diverse team(s), including direct report(s), against targeted performance indicators and budget. Proven ability to independently manage processes and projects and to effectively lead team members by leveraging their contributions to accomplish key outcomes. Committed to developing others and workplace culture through exceptional coaching and enabling personal and professional growth opportunities.
7. Strong interpersonal, consultative, relationship building. Influence, cultural competence and conflict management skills in order to initiate and cultivate productive collaborative partnership with all levels of colleagues across large, complex and matrixed organizations and relationships.
8. Excellent written and verbal communication skills to effectively and inclusively identify, assess and facilitate improvements and resolution and to present advisory, persuasive and authoritative recommendation and delegation to all levels.
9. Ability to continuously learn and seek personal and professional growth opportunities in technical areas of professional focus and to further build credibility with others.
10. Ability to respect confidential and sensitive information while understanding and honoring lines of accountability.
11. Strong attention to detail and organizational skills. Demonstrated ability to manage multiple, concurrently running projects and adapt to changing deadlines, competing priorities and unexpected assignments.
12. Must be able to operate effectively in a collaborative, shared leadership environment.
13. Must possess a personal presence that is characterized by a sense of honesty, integrity, and caring with the ability to inspire and motivate others to promote the philosophy, mission, vision, goals, and values of Trinity Health.

PHYSICAL AND MENTAL REQUIREMENTS AND WORKING CONDITIONS

1. Must be able to set and organize own work priorities and adapt to them as they change frequently. Must be able to work concurrently on a variety of tasks/projects in an environment that may be stressful with individuals having diverse personalities and work styles.
2. Operates in a typical office environment. The area is well-lit, temperature controlled and free from hazards.
3. Communicates frequently, in person and over the phone, with people in all locations on product support issues. Hearing is needed for extensive telephone and in-person communication.
4. Manual dexterity is needed in order to operate a computer keyboard.
5. Must be able to travel to the various Trinity Health sites as needed.
6. Must possess the ability to comply with Trinity Health policies and procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of duties so assigned.