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**JOB DESCRIPTION: EXECUTIVE DIRECTOR, TALENT MANAGEMENT**

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<b>DEPARTMENT:</b>	Talent Management	<b>REPORTS TO:</b>	Chief Operations Officer
<b>JOB CLASS:</b>	Executive Director	<b>PAY GRADE:</b>	24
<b>EXEMPT STATUS:</b>	Exempt	<b>DATE:</b>	10/10/16

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***Our Mission is to deliver a high quality, technology-based education that provides the skills and knowledge students need for success.***

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**POSITION GENERAL SUMMARY:**

The Executive Director, Talent Management leads the strategic development, administration, and monitoring of human resource related policies, procedures, and programs, ensuring compliance with all applicable federal and state laws, regulations, and DOE requirements. The Executive Director, Talent Management oversees all functions relating to employment e.g., recruitment and selection, employee satisfaction and retention, performance management, compliance, certification, employee benefits and compensation, and general human resource operations.

**ESSENTIAL POSITION FUNCTIONS:**

- Provide leadership and oversight to all human resource functions including staffing, operations, compliance, certification, benefits, compensation, and performance management consistent with federal and state laws, and FLVS priorities, policies and procedures
- Counsel leadership in the development of the organization's goals and programs from the perspective of the impact the programs will have on current employees, future staffing needs, and organizational structure
- Translate the organization's overall personnel needs into HR strategic and operational plans designed to enhance FLVS' ability to attract and hire qualified candidates, as well as the performance management and training activities to aide in their retention and development, including the human resource operations required throughout the employee lifecycle
- Recommend a wide variety of solutions to address the organizational structure and staffing levels needed to accomplish the FLVS strategic plan
- Provide strategic oversight of the total rewards philosophy and the design, development, and maintenance of the school's compensation and benefits programs in support of the organization's goals to attract, retain and motivate employees
- Collaborate with department leaders to continually develop and evolve initiatives and programs with respect to diversity and inclusion; understanding unique business and geographic challenges and needs to appropriately tailor those initiatives for success
- Recommend, revise and maintain updated HR related policies and procedures in support of business needs, and in compliance with applicable laws and regulations
- Serve as an internal consultant to directors, coordinators, and principals on organizational development, including philosophy and goals, job performance and productivity standards, and special program development and implementation
- Consult with administrators on a wide variety of sensitive personnel issues (e.g., hiring, promotions, transfers, medical issues, return to work, etc.) for the purpose of assisting in effective decision making and enforcing all relevant policies, procedures, and regulations

- Prepare a wide variety of complex written materials (e.g., plans, budgets, funding requests, reports, analyses, recommendations, procedures, etc.) for the purpose of documenting activities, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting materials for requested actions
- Supervise the maintenance of manual and electronic human resource documents, files, and records (e.g., background information, personnel files, vacancy listings, applicant tracking, substitute acquisition system; HR website, etc.) for the purpose of providing accurate information in compliance with regulatory requirements and established guidelines.
- Ensure all human resource administrative responsibilities are kept current and accurate, including but not limited to: job descriptions, personnel records, forms, data entry, policies, and practices
- Recommend policies, procedures, and/or actions to the COO for the purpose of providing direction for meeting the district's strategic goals and objectives
- Collaborate with others (e.g., district, community organizations, regulatory agencies) for the purpose of addressing district's objectives and implementing employment policies to meet program needs of FLVS
- Establish credibility throughout the organization with management and employees in order to better utilize human resource services
- Lead, manage, and develop assigned direct reports, ensuring team members have access to professional growth within the organization
- Define appropriate metrics to measure, analyze, and report on the overall performance of the Talent Management Department
- Supervise, direct and administer the preparation and issuance of contracts for personnel.
- Oversee and adhere to department budgets
- Meet professional obligations through efficient work habits such as, meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner, and demonstrating respect for others. All work responsibilities are subject to having performance goals and/or targets established.

*(These essential functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)*

**MINIMUM REQUIREMENTS:**

***Education/Licensure/Certification:***

- Bachelor's Degree in Human Resources, Business Administration, or related field
- Master's Degree, preferred
- HR Industry certification, preferred

***Experience:***

- Eight years of progressive human resources generalist experience
- Five years of experience leading a large team of HR professionals

***Knowledge, abilities and skills:***

- Ability to balance strategic development, implementation and operational oversight
- Ability to grow and develop new managers
- Ability to communicate in a manner that builds relationships and engages and values others
- Ability to problem solve and create win-win solutions
- Demonstrated ability to develop high functioning teams
- Skilled in change-management
- Knowledge and understanding of human resources management to include staffing, performance management and employee relations, professional development, and benefits and compensation programs
- Ability to interpret and apply policies, federal/state laws and regulations
- Ability to establish, review, analyze and continuously improve processes
- Ability to think strategically and work with and through people to develop goals, objectives and action plans aligned with the organizational objectives and needs in order to drive department performance
- Strong verbal and written communication skills and presentation skills
- Knowledge of database software and tools related to multiple human resource functions, including HRIS systems

**CORE COMPETENCIES FOR SUCCESS:**

<b>COMMUNICATION SKILLS</b> <i>Clearly and effectively conveys and/or presents information verbally; summarizes what was heard to mitigate miscommunication; Shares ideas and perspectives and encourages others to do the same; Informs others involved in a project of new developments; Disseminates information to other employees, as appropriate; Effectively uses multiple channels to communicate important messages; Keeps supervisor well informed about progress and/or problems in a timely manner; Writes in a clear, concise, organized and convincing way for a variety of target audiences; The written message is consistently error-free; The written message has the desired effect on the target audience</i>	<b>CUSTOMER FOCUS</b> <i>Prioritizes customers (internal and external) and their needs as primary and is dedicated to meeting their expectations; Develops and maintains customer relationships; builds credibility and trust; Quickly and effectively solves customer problems; Provides prompt, attentive service in a cheerful manner; adapts to changing information, conditions or challenges with a positive attitude; Incorporates customer feedback into delivery of service to provide the best experience possible for the customer; Actively promotes FLVS in community by serving as a FLVS ambassador or volunteer</i>
<b>INTERPERSONAL SKILLS</b> <i>Relates well with others; Treats others with respect; Shares views in a tactful way; Demonstrates diplomacy by approaching others about sensitive issues in non-threatening ways; Considers and responds appropriately to the needs, feelings and capabilities of others; Fosters an environment conducive to open, transparent communication among all levels and positions; Takes the initiative to get to know internal and external customers</i>	<b>FUNCTIONAL /TECHNICAL EXPERTISE</b> <i>Has the skills, abilities, knowledge and experience to be successful in functional area of expertise; Dedicates time and energy to keeping abreast of the latest information related to area of expertise and technology; Picks up on technology quickly; Does well in technical courses and seminars; Produces high quality work in organized and timely fashion</i>

**DIRECTOR COMPETENCIES FOR SUCCESS:**

<b>LEARNING ON THE FLY</b> <i>Learns quickly when facing new problems; Is a voracious learner; Analyzes both successes and failures for clues to improvement; Experiments and will try anything to find solutions; Seeks out the challenge of unfamiliar tasks; Quickly grasps the essence and the underlying structure of most anything</i>	<b>PRESENTATION SKILLS</b> <i>Is effective in a variety of formal presentation settings: one-on-one, small and large groups, with peers, direct reports, and bosses; Is effective both inside and outside the organization, on both cool data and hot and controversial topics; Commands attention and can manage group process during the presentation; Can change tactics midstream when something isn't working</i>
<b>PRIORITY SETTING</b> <i>Spends his/her time and the time of others on what's important; Quickly zeros in on the critical few and puts the trivial many aside; Can quickly sense what will help or hinder accomplishing a goal; Eliminates roadblocks; Creates focus</i>	<b>BUSINESS &amp; FINANCIAL ACUMEN</b> <i>Knowledgeable in current and possible future policies, practices, trends, technology, and information affecting his/her business and organization; Knows the competition; Understands and communicates the goals, objectives, competencies, and metrics associated with business success; Understands and applies knowledge of key organizational business drivers; Keeps abreast of the overall performance of the organization and adjusts allocation of finances based on progress against goals; Sets priorities by aligning organizational finances with strategic goals; Fosters an environment that encourages fiscal responsibility</i>
<b>COMPOSURE</b> <i>Is cool under pressure; Does not become defensive or irritated when times are tough; Can be counted on to hold things together during tough times; Handles stress well; Is not knocked off balance by the unexpected; Doesn't show frustration when resisted or blocked; Is a settling influence in a crisis; Consistently behaves in a professional manner</i>	<b>DEALING WITH AMBIGUITY</b> <i>Effectively copes with change; Can shift gears comfortably; Can decide and act without having the total picture; Isn't upset when things are up in the air; Doesn't have to finish things before moving on; Can comfortably handle risk and uncertainty</i>

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**PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS:**

- Location: Orlando VLC
- Frequency of travel: Occasional travel is required for meetings, trainings and conferences; location may vary and may require overnight stays
- Light physical activities and efforts required working in an office environment

*(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)*

*FLVS does not discriminate in admission or access to, or treatment or employment in its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information or any other reason prohibited by law.*