



Director, Talent Strategy

Job Order 601834
May 8, 2018

Department: Human Resources
FLSA Status: Exempt
Salary Grade: G

Reports To: Vice President, Human Resources
Amount of Travel Required: Day and Overnight
Positions Supervised: Department and work team

LOCATION: Green Bay

STANDARD HOURS: 40 hours per week. Monday - Friday 8 a.m. to 5 p.m.; Flexibility to work evenings and weekends as needed.

**Current benefit eligible employees will be placed within the pay range based on their current rate/range.*

Required online application available on website: www.nwtc.edu/jobs

Location: Northeast Wisconsin Technical College, Human Resources, 2740 West Mason Street, Green Bay, WI 54307-9042. All postings are considered current and available until removed from the website.

Northeast Wisconsin Technical College is committed to promoting a learning environment where employees and students of differing perspectives and cultural backgrounds pursue career and academic goals embraced in an environment of respect and shared inquiry.

The College is seeking to attract ethnically diverse instructors and staff who can inspire our increasingly diverse student population.

POSITION SUMMARY

The Director of Talent Strategy will provide a vision for NWTC talent, from recruitment through retirement, with an emphasis on developing a diverse workforce representative of our community and the students we serve, employee development, succession planning, and employee engagement. Key to this will be their strategic leadership of the Talent Management and Talent Development teams in attracting and retaining top talent to achieve the mission, vision, values and strategic priorities of the College. This individual will also work collaboratively with the Director of Diversity to execute against College diversity strategy and goals, and will serve as a member of the Human Resources Leadership Team.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the functions identified in the job description.

Essential Functions Statement(s)

- Develop and articulate a strategy to attract and develop top talent that aligns with the strategic directions and priorities of the College related to student success, intended culture, and the workforce framework.
- In collaboration with Manager of Talent Development, HR Business Partners, and Human Resources Leadership, lead the development and implementation of innovative, creative, high-impact succession planning, talent management, and change management strategies that enable outstanding college, team, and employee performance.

- Collaborate with the Manager of Talent Development to lead college-wide organizational design and development, ensuring the strength of NWTC's intended culture and maximizing employee engagement to drive the attainment of College goals and strategic priorities.
- Create a welcoming environment where open, honest dialogue is valued and sought after within Human Resources and throughout the College.
- Foster an environment which values the diversity of ideas and people. Attract and retain a culturally diverse workforce.
- Counsel supervisors and Human Resource Business partners on strategic staffing plans to meet current and future workforce needs, interpretation of standard operating practices, and effective employee relations management.
- Facilitate the design, implement, and present communication strategies and training for employees and supervisors on new practices, processes, and employee relation issues.
- Lead planning, budgeting, and resource allocation efforts to maximize operational efficiency.
- Cultivate an organizational/team climate, which engages staff to accomplish the goals and objectives of the team action plan as it relates to Human Resources and the College.
- Manage the human resource needs of the department including the selection, retention, performance management, and development of employees.
- Ensure compliance with federal, state, and local laws and advise supervisors on legal implications of human resource issues.
- Oversee Wisconsin Technical College System faculty quality assurance system compliance.

POSITION QUALIFICATIONS

Competency Statement(s)

- Values - Demonstrate behaviors and action that support the College's values - Customer Focus, Everyone Has Worth, Passion and Inspiration, Collaboration, Emotional Intelligence, Results and Accountability, Valuing Talent and Well Being, and Ethics.
- Student Success – Demonstrate behaviors and actions that support student recruitment, retention, and student success initiatives.
- Diversity Oriented - Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type.
- Adaptability - Ability to adapt to change in the workplace.
- Change Management - Ability to encourage others to seek opportunities for different and innovative approaches to addressing problems and opportunities.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Conflict Resolution - Ability to deal with others in an antagonistic situation.
- Decision Making - Ability to make critical decisions while following company procedures.
- Leadership - Ability to influence others to perform their jobs effectively and to be responsible for making decisions.
- Problem Solving - Ability to find a solution for or to deal proactively with work-related problems.

SKILLS & ABILITIES

Education: Bachelor's Degree

Experience: Seven years related experience leading organizational development and talent management. Related experience through a strategic human resources business partner model is preferred.

***An equivalent combination of education and work experience may be considered.*

Certificates & Licenses

PHR, SPHR, or GPHR certification is preferred.

Other Requirements

Must hold a valid driver's license and be insurable under the District's standard insurance policy terms.

PHYSICAL DEMANDS

Physical Demands

Stand	O (Occasionally)	Lift/Carry 10 lbs or less	O (Occasionally)
Walk	O (Occasionally)	11-20 lbs	N (Not Applicable)
Sit	C (Constantly)	21-50 lbs	N (Not Applicable)
Handling / Fingering	O (Occasionally)	51-100 lbs	N (Not Applicable)
Reach Outward	N (Not Applicable)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	N (Not Applicable)	Push/Pull	
Climb	N (Not Applicable)	12 lbs or less	N (Not Applicable)
Crawl	N (Not Applicable)	13-25 lbs	N (Not Applicable)
Squat or Kneel	N (Not Applicable)	26-40 lbs	N (Not Applicable)
Bend	N (Not Applicable)	41-100 lbs	N (Not Applicable)

N (Not Applicable) Activity is not applicable to this occupation.

O (Occasionally) Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently) Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly) Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

The College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.

NWTC does not discriminate on the basis of age, race, color, disability, sex, gender, sexual orientation, gender identity, national origin or other protected classes.