

Job Description

Job Title:	Talent Development Specialist
Department:	Organizational and Human Development
Reports To:	Director, Talent Development, Human Resources
Jobs Reporting:	None
Salary Grade:	USG 10
Effective Date:	October 2024

Primary Purpose

Reporting to the Director, Talent Development, the Talent Development Specialist plays a critical role in contributing to and supporting the development, implementation, promotion, and ongoing monitoring of talent development programs and initiatives, to drive an engaged and enabled workforce to deliver against the University's strategic plan.

This position has responsibility for the University's staff capability model and performance development program, facilitating action plan development and execution of employee engagement surveys, and aligning people practices with institutional values.

The Talent Development Specialist provides expertise in program design and development, project management, performance development, leadership coaching and employee engagement.

Key Accountabilities

Lead the effective implementation of talent development programs and initiatives

- Communicate effectively, listen actively, and work collaboratively with others to co-create programs that are responsive and respectful of diverse stakeholder needs and perspectives
- Support employee engagement initiatives through active participation in strategic projects
- Develop and maintain a strong cross-campus network of partners and leaders to effectively support organizational development initiatives
- Develop and implement strategic initiatives focused on leadership, culture and employee engagement topics
- Partner and collaborate with leadership to recommend, create and execute on organization-wide initiatives and develop project plans to meet changing department and unit needs and requirements
- Collaborate on the creation and execution of organization-wide initiatives and develop project plans as appropriate to meet changing department and unit needs and requirements
- Responsible for the day-to-day management of projects and initiatives including planning, executing, and monitoring project related activities
- Track and document work activity and provide status updates as required
- Stay current with employee engagement, talent management and learning and development trends through research and outreach with external partners in higher education and general industry

Lead the Staff Capability Framework

- Researches and establishes capability models for staff positions

- Designs and develops standards for capability assessment for recruitment, development, and promotions of employees
- Implements the capability framework system and trains managers to carry out capability assessment, determine employee development needs, and provide support

Lead the Staff Performance Development Program

- Maintain a research based understanding of best practices in performance and design of performance development systems, including appraisals/measurement and improvement plans
- Manage the design, development, implementation, and ongoing monitoring of the institutional performance development program for staff employees
- Research and create performance development training programs that focus on enabling effective performance conversations; provide training to managers on the system designed to support the implementation of the program
- Provide managers with training on performance conversations as well as the systems and processes designed to support managers with their responsibility; monitor the effectiveness of the manager training and their utilization of the supporting system
- Manage the maintenance and execution of the performance development program, including defining requirements for systems support and testing functionality to support implementation and roll out to campus
- Support leaders in implementing the performance development program within units and departments, including goal setting and ongoing monitoring of employee achievement against targets; continually improve processes to develop and sustain performance systems
- Work collaboratively with Human Resource Partners in the execution of the performance development program by supporting managers with understanding their responsibility of performance management for their staff
- Provide input into compensation systems and their support of performance improvement or recognition

Lead Employee Engagement Initiatives

- Lead employee engagement programs and initiatives to drive organizational success in alignment with institutional priorities, currently defined as the employee engagement survey
- Core member of the employee engagement survey project team, supporting the design of questions and communications to promote participation
- Analyze the results of employee engagement surveys at an institutional level and identify key areas of focus for the institution, identifying stakeholders who will need to collaborate on developing action plans
- Lead the execution of the roll out of results from the employee engagement surveys to the community as well as results at a senior department level (i.e. by executive council member); work collaboratively with unit leaders to disseminate survey results
- Work collaboratively with Human Resources Partners to support leaders with developing and executing action plans based on the result of the employee engagement survey
- Maintain a database of institutional and departmental action plans and progress related to the employee engagement surveys results

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- Supports the integration of institutional values into people practices by working with key HR and campus partners to embed institutional values (i.e. talent acquisition, rewards and recognition, performance management)

Support Organizational and Human Development Initiatives

- Remains current on organizational development, employee learning, training, instructional methodologies through research and outreach to ensure the University is using best practice development methods and programs
- Contributes to OHD learning events
- Participates as an active member of the OHD team

**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

Required Qualifications

Education

- Completion of an undergraduate degree with a master's degree preferred in a relevant discipline (e.g., education, leadership, industrial psychology, human resources etc.); equivalent combination of education and experience will be considered.
- Background in adult education, human resource management, and/or organizational development or other relevant disciplines
- Formal training or certification in organizational development, change management, or coaching an asset

Experience

- 3-5 years of experience working in a large complex organization supporting organizational effectiveness initiatives
- Experience with strategy development, cultural transformation, project management, and change leadership
- Experience partnering with leaders to assess needs, design, implement and evaluate organizational development initiatives

Knowledge/Skills/Abilities

- Superior skills in building relationships that result in collaborative partnerships and mutually beneficial results
- Ability to listen, seek out and consider information objectively, and respond to challenging situations with reason
- Knowledge of adult learning principles and the ability to design programs for adult learners
- Strong problem-solving and analytic skills
- Excellent influencing and relationship management skills, capable of balancing and integrating multiple perspectives
- Demonstrated ability to help people build insights that lead to new habits and behaviours
- Ability to think systemically and understands how to leverage opportunities while also appreciating how organizational issues and challenges impact adoption of new concepts and practices

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- Effectively applies methodology, analytics and tools to understand, analyze and create solutions to complex organizational problems
- Demonstrated ability to set priorities and deadlines to ensure multiple projects and objectives are achieved in a timely manner
- Demonstrates ability to make recommendations to senior management and influence business decisions based on thorough analysis. Capable of providing senior management with honest, forthright and objective advice in a collegial manner
- Strong knowledge and demonstrated application of inclusion, diversity and equity concepts required
- Able to communicate with a diverse range of people and positively influence others to maximize the outcomes for clients
- Superior skills in building personal and professional relationships that result in collaborative partnerships and mutually beneficial results

Nature and Scope

- **Contacts:** Executive and managerial staff across campus, professional and administrative staff in Human Resources, etc., including consulting/research collaborations across the campus community. Facilitates experiences for variety of audiences including senior leaders, board members, executives and staff.
- **Level of Responsibility:** Based on USG level - Manages a specialized portfolio within the department and is responsible for the work within that area of responsibility.
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- **Decision-Making Authority:** Makes frequent, timely independent decisions based on general guidelines and directives. Requires flexibility in decision-making, responding to changing priorities. Requires the ability to make independent decisions and respond to changing needs of individuals and groups.
- **Physical and Sensory Demands:** Minimal demands primarily operating within an office environment. Occasional lifting, carrying, and standing for periods of up to 6 hours.
- **Working Environment:** The OHD program is a flextime unit and occasional weekend and evening work may be required. Key attributes of the working environment are flexibility in terms of work hours and availability due to the nature of how OHD initiatives are structured for delivery; demonstrate creativity and innovation and be a naturally collaborative team oriented individual. Occasional exposure to stressful situations at large OHD events and in learning programs with difficult participants.