Auburn University Job Description

Job Title: Sr Dir, Talent Management
Job Code: EB24
FLSA status: Exempt
Job Family: No Family
Grade 40: $104,500 - $174,200

Job Summary
Collaborates with the Associate VP (AVP) for Human Resources (HR), other HR leadership and senior University and campus leadership in developing the strategic philosophy, direction, and operational execution, of systematic, disciplined, equitable, and fiscally-responsible policies, procedures, programs, and processes in support of the University’s non-faculty talent needs; including classification, compensation, recruitment, acquisition, training, development, performance leadership and engagement. Reporting to the AVP for HR, the Talent Management unit of Human Resources is comprised of the Classification & Compensation, Employment Services, and HR Development functions.

Essential Functions

1. The Senior Director of Talent Management is responsible for directing the unit in accordance with the policies, practices, culture, and context of the University; as well as the laws, regulations and administrative rulings of governmental organizations and other regulatory and advisory authorities and organizations.

2. Demonstrates consultative approach to problem solving by establishing collaborative relationships, providing attention to both the technical/business problem and the relationships involved, and by developing and delivering sustainable solutions.

3. Provides direction and monitors the assessment, development, implementation, and delivery of effective, legally compliant, and cost-efficient "best practice" recruitment and acquisition policies, procedures, and processes fulfilling the staff, temporary, and student talent needs in support of constituency goals and objectives.

4. Provides direction and monitors the assessment, development, implementation, and delivery of effective, legally compliant, and cost-efficient "best practice" position, job, organizational and employee classification and compensation policies, procedures, and processes fulfilling campus talent needs in support of constituency goals and objectives.

5. Provides direction and monitors the assessment of the campus talent requirements for employee knowledge, skills, and competencies; and the resulting development, implementation, and delivery of relevant, current, cost-efficient, "best practice" talent training and development programs in support of constituency goals and objectives.

6. Provides direction and monitors the assessment, development, implementation, and delivery of effective, legally compliant, and cost-efficient employee performance leadership training programs, thus building the University’s supervisory and management staff competencies in effectively managing the University’s investment in its talent resources.

7. Maintains effective internal Human Resources and campus leadership and liaison relationships providing counsel and advice to assure early identification and resolution of potential problems that may arise from organizational/job structure, compensation, employee recruitment, training, or development processes.

8. Directs and/or provides campus-wide project management guidance for major human resources initiatives which may be related to the implementation of policy, practice, program, systems or processes.

9. Responsible for collaborating with the Associate Vice President for Human Resources in the effective and efficient management of the budget resources across each function within the Talent
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Management unit.

10. Evaluation of the Talent Management structure and team plan for continual improvement of the efficiency and effectiveness of the group as well as providing individuals with professional and personal growth with emphasis on opportunities (where possible) for individuals.

Supervisory Responsibility

Supervises others with full supervisory responsibility.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.
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Minimum Required Education and Experience

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<thead>
<tr>
<th>Education</th>
<th>Minimum</th>
<th>Focus of Education/Experience</th>
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<tbody>
<tr>
<td>Four-year college degree</td>
<td>Degree in Business Administration,</td>
<td>Management, Marketing, Human Resources, Economics, Operations, or</td>
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<tr>
<td></td>
<td>with major in Management, Marketing,</td>
<td>related field</td>
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<tr>
<td></td>
<td>Human Resources, Economics, Operations,</td>
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<td></td>
<td>or related field</td>
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</tbody>
</table>

Minimum Focus of Education/Experience

Experience (yrs.) 15

Substitutions allowed for Education:
Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:
When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge
Knowledge of Organization and job design, classification, compensation administration, recruitment, selection, employee training, development, employee relations, benefits administration, employee records management, or equal employment opportunity and diversity.

Certification or Licensure Requirements
Senior Professional in Human Resources (SPHR), SHRM Senior Certified Professional (SHRM-SCP) or Certified Compensation Professional (CCP)

Physical Requirements/ADA
Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Externally imposed deadlines; set and revised beyond one’s control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires walking, sitting, reaching, talking, hearing, handling objects with hands, .

Job occasionally requires standing, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 2/23/2016