

## JOB INFORMATION

Job Code	EB75
Job Description Title	Spec III, Advancement Talent Development
Pay Grade	HR10
Range Minimum	\$60,310
33rd %	\$74,390
Range Midpoint	\$81,420
67th %	\$88,460
Range Maximum	\$102,530
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	10/20/2022

## JOB FAMILY AND FUNCTION

Job Family:	Human Resources
Job Function:	HR Business Partners

## JOB SUMMARY

Serves as part of the Talent Management and Culture team for Auburn University Advancement, the Talent Development Specialist III assists Advancement leadership and the Talent Development team in executing the organization's talent strategy. This position will play a key role in leading talent development initiatives through sharing of ideas, expertise and insights to support Advancement culture.

## RESPONSIBILITIES

- Partners with University Advancement leadership team to understand and execute the organization's talent strategy particularly as it relates to current and future talent needs, training and development, recruiting, retention, and succession planning. Guides and advises Advancement leadership on identifying possibilities for new talent development and supports opportunities for growth. Evaluates current talent needs and provides recommendations to leadership.
- Collects, analyzes, and maintains data gathered to inform leadership of current trends related to talent needs. Develops and creates presentations and reports related to gathered information. Serves as the point of contact for related data collection and maintenance. Utilizing collected data, creates strategies with Advancement leadership that detail promotion planning for all staff, resulting in improved satisfaction and retention.
- Develops, initiates, and maintains effective programs for workforce retention, promotion and succession planning. Formulates training outlines and determines instructional methods, utilizing knowledge of specified needs and effectiveness of methods such as individual training, group instruction, lectures, demonstrations, e-learning, and other appropriate methods. Manages staff competency by identifying the key skills necessary for an employee to reach target performance in their specific role, and then develops and optimizes those skills to best serve their department.
- Creates learning and development programs and initiatives that provide internal development opportunities for employees. Collaborates with subject matter experts on the design, development, and monitoring of professional development competency-based programs to ensure that programs are delivered as designed. Responsible for evaluating and measuring the effectiveness of programs. Develop new and improve processes to better track participants' growth. Review and provide feedback to participants and volunteer facilitator regarding their individual development plans. Establishes and enables close collaborative relationships with stakeholders to ensure effectiveness of programs. May Reviews and recommends vendor developed training for purchase or presentation by vendor.
- Keeps teams connected and focused with engagement tools that help identify potential retention risks and retain top performers. This may include programs and processes that review items like time-to-fill, 360 degree feedback, executive coaching, etc. Provides support and professional coaching to the leadership team as needed. Evaluate effectiveness of development programs to ensure participants' engagement, suggest and implement improvements as needed. Research industry standards, trends and breakthroughs in talent

## RESPONSIBILITIES

development and implement best practices. Work to ensure all technology and strategies associated with talent management and trainings are executed properly.
<ul style="list-style-type: none"> <li>Partners with supervisors and managers to evaluate organizational structure, develop new or modified position descriptions, and provide recommendations regarding staffing. Proactively reviews job classifications and positions to ensure job descriptions are updated and reflect current workforce. Collaborates with supervisors to complete appropriate paperwork for position reviews. Guides supervisors through the reclassification process including, but not limited to classification review, position description creation and development, and employee salary. Creates yearly review plans regarding position and job reviews. Collaborates with Advancement leadership for implementation. Coaches supervisors and managers in recruiting and hiring best practices in relation to new positions. Collaborates with Acquisition Specialist for posting new positions.</li> </ul>
<ul style="list-style-type: none"> <li>Partners with Advancement Leadership and Talent and Culture team to plan trainings, team-building events, employee appreciation events, recognition programs designed to promote and sustain a positive and enriching work environment.</li> </ul>
<ul style="list-style-type: none"> <li>Partners with leaders and subject matter experts across the organization to create, organize, and conduct orientation and training programs aimed at improving and standardizing the new hire experience. Develops, promotes, and executes the orientation schedule. Ensures employees complete required checklists, forms, and other related orientation requirements. Ensures relevant and up-to-date information and resources are communicated with new and transferring employees. May create opportunities for cultural assimilation which includes engaging new hires in activities and events with co-workers and staff across the university.</li> </ul>
<ul style="list-style-type: none"> <li>Partners with Advancement Leadership and Talent and Culture team to plan trainings, team-building events, employee appreciation events, recognition programs designed to promote and sustain a positive and enriching work environment.</li> </ul>
<ul style="list-style-type: none"> <li>Performs other duties as assigned.</li> </ul>

## SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.
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## MINIMUM QUALIFICATIONS

**To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.**

## MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	no specific discipline.	And	6 years of	Experience in talent management, human resources development, or employee training and development.	

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Experience supporting programs in the areas of talent management, leadership development, organization development, and/or other human resource functions.	
Ability to develop HR metrics, managing complex datasets, verifying data integrity, and conducting data analysis. Advanced knowledge and ability in the use of Excel for interpreting reports and investigating issues with file loads.	
Strong people orientation with excellent interpersonal and written and communication skills to develop strong partnerships at all levels of the organization (including executive management).	
Knowledge of best human resources practices related to talent management and talent development.	

## MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired	
None Required.				

## PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

### PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions			X			
Eye/Hand/Foot Coordination			X			

### WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

#### Vision Requirements:

Ability to see information in print and/or electronically.