



TRINITY HEALTH POSITION DESCRIPTION

Job Code:	T1619	Title:	Senior Talent Management Consultant
Date:	July, 2020	Department:	Organization Effectiveness Operations
FLSA:	Exempt	Reports To:	Director Talent Management & Career Enrichment
Grade:	15	Approved By:	SVP, Organization Effectiveness

POSITION PURPOSE

This seasoned and experienced member of the Talent Management and Career Enrichment team serves as a subject matter expert for all Trinity Health talent management work including talent review, succession planning and facilitating the advancement of talent across Trinity Health. This role serves as the resident expert for purposes of establishing evidence-based processes and tools as well as the lead expert for facilitating the implementation of that work to the most senior level executives at Trinity Health. This role also guides other talent professionals across Trinity in applying these concepts to their local work. Finally, this role establishes outcome goals and measures those to demonstrate the value of talent management.

ESSENTIAL FUNCTIONS

1. Knows, understands, incorporates, and demonstrates the Trinity Health Mission, Vision, and Values in behaviors, practices, and decisions.
2. Establishes and owns best practice evidence-based processes and tools for defining and validating talent management standards, policies and approaches based on established philosophy and strategy, including (but not limited to) talent analysis, identifying critical positions, calibrating talent, socializing talent decisions, facilitating movement of talent, and supporting strategic plan talent needs.
3. Integrates talent management methodology with related functional work such as strategic planning, diversity and inclusion talent acquisition and talent development.
4. Works across the system to collaboratively embed system-level talent management methodologies into local practices

5. Partners with identified talent and executive leadership to ensure organizational goals are met through focused talent management strategies.
6. Facilitates talent management functions in collaboration with executive leaders. Maintains shared accountability for executive level talent management programs through strategic alignment and day to day management of these programs.
7. Supports Mergers, Divestitures & Acquisition (MD&A) by participating in due diligence, planning and integration of talent management programs and incorporation of existing talent pools.
8. Brokers the talent exchange between managers seeking talent and managers of talent being sought. Uses talent review data to inform recommendations about promotions, succession plans, and appropriate responses to talent developmental needs across the organization.
9. Supports Colleague & Labor Relations related issues that occur in the talent management process.
10. Builds talent management competency in other Trinity Health practitioners by guiding their application of talent management work, leading train-the-trainer activities, and fostering on-going skill development.
11. Researches, manages and administers talent management technologies and vendor relationships. Incorporates innovative ideas and cutting-edge research into practice.
12. Measures the efficiency, effectiveness and outcomes of talent management programs and communicates these results to the organization.
13. Partners with other members of the talent management, Organization Effectiveness and other service partners to ensure colleagues have a comprehensive and seamless experience.
14. Performs other duties as needed and assigned by leader.
15. Maintains a working knowledge of applicable Federal, State and local laws/regulations; the Trinity Health Integrity and Compliance Program and Code of Conduct; as well as other policies and procedures in order to ensure adherence in a manner that reflects honest, ethical and professional behavior.

MINIMUM QUALIFICATIONS

1. Bachelor's degree Human Resources Development / Management, Organizational Development, Business Administration or a related field, or an equivalent combination of education and experience required. Advanced degree in Industrial/Organizational Psychology, Organizational Development, Organizational Behavior, or related behavioral sciences (Masters or Ph.D.) strongly preferred.
2. At least seven (7) to ten (10) years of experience in progressively more responsible roles related to human resources development or talent management required.

Advanced and broad knowledge of talent management t principles, methodologies and techniques.

3. At least five (5) years of health-care experience preferred. Ability to exhibit an understanding of the business and care experience, including changing industry factors, that influence Trinity Health's fulfillment of its mission and how Talent Management and Human Resource strategies, objectives and service delivery impact such success.
4. Knowledge of human resources practices, laws and regulations preferred. Ability to maintain a broad understanding and awareness of all Human Resources programs and processes and possess knowledge of interrelationships between functions to competently and effectively align and deliver across a generalist area of HR services.
5. Strong process creation and process improvement ability.
6. Substantial analytical and problem-solving skills in order to independently evaluate and develop innovative solutions to complex situations while applying extensive experience. Ability to conduct prospective modeling and retrospective analysis of trends to identify meaningful responses to data.
7. Models behavior that enables and encourages an environment filled with teaming and knowledge sharing to support associate empowerment and personal growth.
8. Ability to monitor and fulfill colleague needs and engagement with extraordinary customer service, and managerial advice to ensure people issues are adequately addressed or mitigated to create a respectful, positive and sustainable work environment. Ability to know and understand customer requirements and exercise judgment in meeting reasonable expectations.
9. Ability to collaborate with leadership as a credible, results-driven and valued business partner by engaging in proactive discussions and decisions around mission attainment, business performance, financial operations and impacts, negotiations, strategy and development of key talent programs and processes to identify and address current and future business and people challenges.
10. Ability to be the front-line change leadership agent to enable and deliver long-lasting and sustainable organizational changes while minimizing disruption to the patients, associates and business. Seeks innovative ways to deliver higher value programs and services more efficiently and effectively. Assists regional ministries with adoption/adaption of Trinity Health talent management best practices.
11. Ability to serve as a steward of Trinity-Heath's culture by working to establish and maintain a caring, collaborative and high-performance culture and displaying a commitment to diversity and inclusion.
12. Understanding of organizational structures, business operations, financial impact and an ability to analyze the bottom line.
13. Must be discrete and maintain the highest confidentiality with extremely sensitive data.

14. Flexibility with the ability to handle and prioritize competing and multiple tasks/projects in a timely and organized manner.
15. Must be comfortable operating in a collaborative, shared leadership environment.
16. Must possess a personal presence that is characterized by a sense of honesty, integrity, and caring with the ability to inspire and motivate others to promote the philosophy, mission, vision, goals, and values of Trinity Health.
17. Strong interpersonal, consultative, relationship building and conflict management skills. Ability to foster relationships with colleagues built on sustainable trust in order to provide long-lasting, comprehensive advice and service. Ability to read the subtle nuances of situations and react/plan accordingly.
18. Ability to continuously learn and seek personal and professional growth opportunities in technical areas of professional focus and to build credibility with customers, peers and team members.
19. Ability to work under limited direction to own and perform tasks that are of high complexity and scope.

PHYSICAL AND MENTAL REQUIREMENTS AND WORKING CONDITIONS

1. Must be able to set and organize own work priorities and adapt to them as they change frequently. Must be able to work concurrently on a variety of tasks/projects in an environment that may be stressful with individuals having diverse personalities and work styles.
2. Position operates in an office environment. Work area is well-lit, temperature controlled and free from hazards. Extensive computer works and time on the telephone required.
3. Must be able to travel to the various Trinity Health sites as needed [Up to 10- May vary pending base location and assignments].
4. Must possess the ability to comply with Trinity Health policies and procedures.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this classification. They are not to be construed as an exhaustive list of duties so assigned.