

# HR Manager, Talent Planning

## Position Summary

The HR Manager, Talent Planning position is a strategic role designed to manage best in class Talent Planning-related activities to support the University of Virginia. This Manager-level position is responsible for leading and overseeing all strategic initiatives across the Talent Planning team. Functions within the team include Onboarding, Workforce Planning, Succession and Career Services. The Manager will work with Talent Management leadership to align Talent Planning operational requirements to broader Talent Management and HR goals, and manage continuous improvement activities. The position will also provide day-to-day managerial support and lead formal employee actions for the Talent Planning team to ensure value add, quality programs, and execution. The incumbent will report to the Director, HR Talent Management and lead a team of Talent Planning HR professionals.

## Responsibilities and Duties

- Design an overarching Talent Planning strategy for a relatively new and evolving culture
- Create initiatives, programs and processes within respective functional areas to drive standardization of Talent Management across entities for similar populations, with considerations for differences where necessary
- Provide oversight and accountability for a Talent Planning team comprised of two Sr. Consultants focused on Workforce Planning, a team of HR Specialists focused on Onboarding/Career Services, and an HR Associate, to ensure execution of quality programs
- Ensure alignment of respective functional area strategies to overall organizational goals and objectives; approve functional area budgets and allocate resources appropriately
- Evaluate ROI within each functional area; manage continuous improvement activities
- Develop Talent Planning strategies with respective teams and ensure alignment with key stakeholders (i.e., HR leaders, HRBPs, and other COE leaders)
- Hold touch-point meetings with direct reports to review performance, budget needs, and address new topics; offer counsel, and request corrective action as required; intervene, if necessary, to drive improvements
- Ensure, as required, necessary coordination and collaboration with other University stakeholders, HR COEs and customers
- Represent Talent Management programs, specifically those within Talent Planning, and share ROI with senior leadership, as required; communicate Talent Planning strategies to broader stakeholders, as required
- Ensure compliance with policy, regulatory bodies and accrediting agencies (e.g. Joint Commission, State of VA, Provost, etc.); stay abreast of industry trends and best practices

## Functional Area Outcomes

- Improve employee engagement
- Increase retention of high potential employees
- Enhance operational outcomes and behaviors through developmental offerings
- Simplify access and reporting for learning activities
- Differentiate and improve individual performance
- Support talent readiness and career mobility
- Recognize employee contributions to UVA

- Increase percentage of jobs with defined career paths
- Elevate access and understanding of workforce analytics to foster effective decision making

## Knowledge, Skills and Abilities

- Master Talent Planning policies and practices; synthesize information, provide advice, and address needs independently
- Ensure alignment of Talent Planning programs with University, state, and federal policies and regulations; conduct activities and make decisions according to ethical standards
- Plan and/or direct implementation and modification of technological efforts related to Talent Planning processes; collect, analyze, and interpret data to prepare policies and plans for senior University leaders
- Demonstrate outstanding oral and written communication in management guidance, policy documentation, and education efforts; clearly articulate complex ideas to a general audience, in multiple forums; advise other professionals on policy and procedures
- Build, lead, motivate, and assess small professional teams; lead, train, and functionally supervise employees and mentor junior professionals
- Exemplify the University's educational mission, strategic aims, and programs

## Required and Preferred Qualifications

**Required Experience:** 5 years of relevant experience

**Preferred Experience:** 7 years of progressive human resources experience

**Required Education:** Bachelor's degree

**Preferred Education:** Master's degree

**Preferred Certifications:** PHR, SHRM-CP, SHRM-SCP, SPHR, or an equivalent professional qualification