

## Job Success Profile

<b>Role/Title:</b> Director of Talent Acquisition and Development	<b>Department:</b> Corporate	<b>Location:</b> Indianapolis, Indiana
<b>Reports To:</b> President	<b>Date:</b> 2021	
<b>Summary</b> <p>The Director of Talent Acquisition and Development aligns people strategies with business objectives. This leadership role will drive culture initiatives, talent management, talent acquisition, engagement, retention and development strategies. This role assesses and anticipates employee’s needs and communicates proactively with integrated solutions. Partnering with the Renovia leadership team, this role will engage to manage the overall people strategy.</p>		
<b>Responsibilities</b> <ol style="list-style-type: none"> <li>1. Manages recruitment selection and onboarding efforts, including driving the corresponding tools and platforms.</li> <li>2. Assist in final candidate selection and interviewing process.</li> <li>3. Partner with leaders to understand, measure and anticipate hiring and development needs against the capabilities needed to deliver business objectives; prepare updated workforce plans and forecasts that support overall business goals.</li> <li>4. Continue to develop the internal talent management process including day-to-day guidance to senior leadership (i.e., performance management, coaching, counseling, career development, etc.)</li> <li>5. Support our values and mission by ensuring that decisions, programs, and processes are aligned with our culture and core beliefs. Focus on developing an engaged, diverse and inclusive culture through the development of initiatives that increase diversity of backgrounds and perspectives</li> <li>6. Oversee the development of role specific training and help facilitate courses.</li> <li>7. Works closely with Threefold CLO, leadership and employees to improve work relationships, build morale, and increase productivity and retention. Work with leaders to identify next level leaders and help build development path.</li> <li>8. Build and lead culture.</li> <li>9. Create and implement new leader orientation.</li> <li>10. Build and implement learning and organization development programs that aid in growing the team’s capabilities and drives employee retention.</li> </ol>		
<b>Competencies/Skills Required</b> <ol style="list-style-type: none"> <li>1. <u>Trustworthiness, Integrity &amp; Ethics</u>: Earn others’ trust and respect through consistent honesty and professionalism in all interactions.</li> <li>2. <u>Communication</u>: Manage information flow and relationships between team, business units and customers; encourage and give feedback, and be able to address and overcome issues as they arise.</li> </ol>		

3. Collaboration & Team Work: Establish a working relationship with project stakeholders such as partners, vendors, contractors, customers and internal team members.
4. Time/Self Management/Organization: Prioritize own schedule and coordinate with team and other resources to achieve goals and successful project outcomes.
5. Decision Making & Judgement: Make timely, informed decisions that take into account facts, goals, constraints, and risks.
6. Personal & Professional Courage: Initiate purposeful conversations with a wide range of people. Ability to have productive conflict with all levels within the organization when a challenging situation arises.
7. Change Champion: Support and guide business and teams through innovation and transformation to develop and improve organizational effectiveness.
8. Influence: The capacity to have an impact on the behavior and direction of the company.

#### **D. Education/Knowledge/Requirements**

- Bachelor's Degree in Human Resources or Related Field
- SHRM-CP or SHRM-SCP preferred
- Proven experience in HR and Talent related experiences
- Proficient with Microsoft Office, Salesforce, Slack, Zoom, and Teams

#### **E. Outcomes/Measures of Success\***

1. Emplify scores
2. Employee Retention/Turn Over Rate
3. Recruitment Hire Rate
4. Accomplishment of strategic initiatives identified