

Millennium Job Description: Manager, Talent Management

***Position Philosophy/Summary:***

The Manager, Talent Management supports all Talent Management programs at MPG. This position is a key member of the Human Resources team, with a direct impact on the design and methodology of MPG’s talent management and development programs focused on proactively supporting, evaluating, developing, and growing MPG employees.

Reporting to the Senior Director, Talent Management, this role will be supporting the efforts of the Talent Management team as well as the senior leadership team.

***Essential Duties and Responsibilities (and other responsibilities as applicable):***

* Assists in developing and executing an Integrated Talent Management (ITM) and provides Succession Process support.
* Review and monitor completion of key elements of the Integrated Talent Process, including goal setting, formal performance assessments, potential assessment, and ongoing performance discussions (coaching, feedback, and recognition).
* Manage, track, test, and implement change to talent management forms, processes, applications, platforms, and interfaces.
* Contribute to the overall ITM and succession strategy and initiatives; identify what is working, where there is room for improvement.
* Develop succession charts and other materials to coordinate succession meetings.
* Manage all updates and maintenance of performance management and succession data in UKG.
* Create and share succession plan results with key stakeholders regarding open positions for whom successors have been identified.
* Support design of Talent Review, Succession Planning, Developmental Assessments, critical role learning paths, and process improvements in Talent Management programs.
* Partners with other team members to produce and share Talent Summary/Talent Reporting through the design of reports and procedures for a sharing ongoing critical talent metrics, including promotions, retention/attrition, high potential metrics, and succession health.
* ~~Support~~ Create the full Performance Management cycle through training employees and managers; communicating enhancements to all stakeholder groups; reviewing and improving processes, and refining metrics and reporting.
* Enable culture change initiatives related to changes in management, organizational structure, and acquisition.
* Lead Diversity, Equality and Inclusion Program and partner on Sustainability Programs.
* Support the annual engagement survey process, including assisting with survey preparation and launch, progress monitoring, reporting and compilation of survey results.
* Other duties as assigned.

This position can be remote with regular travel to our Fort Myers, FL headquarters, with travel to other markets as needed.

***Required Knowledge and Experience:***

* Bachelor’s Degree in Human Resources, IO Psychology, Organizational Development, Communications or Business.
* 5 years’ experience and demonstrated success as a human resources professional, with direct experience supporting talent management projects (performance management and succession planning).
* Ability to manage multiple priorities and projects in a dynamic environment.
* Ability to work in a fast-paced, ambiguous environment.
* Experience participating in teams, influencing leaders, and collaborating across the enterprise.
* Experience in process, organization, change and/or learning improvement.
* Experience in competency management.
* Strong business acumen, analytical skills, and consultative skills.
* Ability to effectively communicate with team members at all levels.
* Strong leadership and project management abilities throughout the talent management process.
* Strong communication, presentation, coaching and facilitation skills.
* Skilled in data analysis and HR metrics.
* Working knowledge of HRIS systems (UKG preferred), including modules used for performance evaluation, succession planning, compensation planning and team member development.

***Certificates, Licenses, Registrations: N/A***

***Competencies:***

To perform the job successfully, an individual should demonstrate the following competencies:

Analysis/Problem Assessment – Securing relevant information and identifying key issues and relationships from a base of information; relating and comparing data from different sources; identifying cause-effect relationships.

Coaching - Facilitating the development of other’s knowledge and skills; providing timely feedback and guidance to help them reach goals.

Compassion - The responsibility to put a patient’s or person’s interests first, including the duty not to harm, deliver proper care, and maintain confidentiality.

Compliance - Employee has satisfactory completed employers required compliance training. Employee is able to demonstrate an understanding of employers Code of Conduct.

Communication - Expressing ideas effectively in individual and group situations (including nonverbal communication); adjusting language or terminology to the characteristics and needs of the audience. Good listening skills.

Delegation of Authority and Responsibility - Allocating decision-making authority and task responsibilities to appropriate direct reports; utilizing direct reports’ time, skills and potential effectively.

Developing Organization Talent - Developing direct reports’ skills and competencies by planning effective development activities related to current and future jobs.

Follow-up - Establishing procedures to monitor the results of delegations, assignments, or projects; taking into consideration the skills, knowledge, and experience of the assigned individual and characteristics of the assignment or project.

Individual Leadership/ Influencing - Using appropriate interpersonal styles and methods to inspire and guide individuals (direct reports, peers, and supervisors) toward goal achievement; modifying behavior to accommodate tasks, situations, and individuals involved.

Initiative - Making active attempts to influence events to achieve goals; self-starting rather than accepting passively; taking action to achieve goals beyond what is required; being proactive. Practices self-development.

Integrity - Maintaining and promoting social, ethical, and organizational norms is conducting internal and external business activities.

Judgement/ Problem Solving - Recognizes problems and responds, systematically gathers information, sorts through complex issues, seeks input from others, addresses root cause of issues, makes timely decisions, can make difficult decisions, uses consensus when possible, and communicates decisions to others.

Maximizing Performance - Establishing performance/development goals, coaching performance, providing training, and evaluating performance.

Patient Service Orientation - Proactively developing patient/customer relations by making efforts to listen and understand the customer and their needs (both internal and external); anticipating and providing solutions to customer needs; giving high priority to patient/customer satisfaction. Ensures appropriate follow up and is their advocate in determining solutions. The employee uses a variety of communication techniques to effectively express thoughts and ideas and to understand or influence.

Planning and Organizing/ Work Management - Establishing a course of action for self and/or others to accomplish a specific goal; planning proper assignments of personnel and appropriate allocation of resources.

Results Driven & Execution - Accountable for meeting or exceeding individual and/or department goals and objectives. Committed to producing results that will achieve company objectives. Sets priorities and organizes time to meet or exceed goals, follows up, and takes personal responsibility for results whether they are positive or negative.

Teamwork/ Collaboration - Working effectively with team/work group or those outside formal line of authority (e.g., peers, senior managers) to accomplish organizational goals; taking actions that respect the needs and contributions of others; contributing to and accepting the consensus; subordinating own objectives to the objectives of the organization or team. Listens to others and values opinions.

**Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Language Skills**

Ability to read and interpret documents. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**Reasoning Ability**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Computer Skills**

To perform this job successfully, an individual should have knowledge of Athena Database software; Microsoft Spreadsheet software and Microsoft Word Processing software.

**Physical Demands** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance and talk or hear. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate depending on the business activity of the office.