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Millennium Job Description: Specialist, Leadership Development

***Position Philosophy/Summary:***

The Specialist,Leadership Development position will execute leadership development initiatives designed to maximize talent potential and leadership excellence at MPG. This role will be primarily focused on delivering results in the following key focus areas: Leadership program development and delivery, Leadership assessments and coaching, and DEI.

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

* Implements key strategic talent initiatives such as development of leadership competencies, execution of leadership programs, conducting and providing feedback on leadership assessments, and ensuring DEI practices are embedded in all leadership and talent management programs and processes.
* Builds training programs and industry education programs that drive functional expertise and maximize leadership effectiveness and efficiency.
* Designs marketing and roll-out strategies to promote trainings.
* Assesses, identifies, and implements learning and growth programs to ensure the development of highly performing and engaged leaders.
* Facilitates leadership development programs by creating impactful trainings for managers to accelerate the growth of employees.
* Creates and executes training to enable the successful execution of leadership competencies.
* Partners with a variety of leaders across all organizational disciplines.
* Consults with and provides thought leadership in all aspects of leadership development and works well with leaders at all levels.

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 organizational development, human resources or similar required.
* 5 years’ related experience, at least 3 years of human resources experience specific to Leadership Development support required.
* Experience understanding business needs and objectives and taking the initiative to drive valuable, effective, and aligned solutions.
* Experience developing, executing, and measuring training and development programs.
* Proficiency and extensive work with adult learning principles.
* Excellent presentation and facilitation skills and the ability to communicate effectively with senior leaders and employees across the organization.
* Experience with software to create training programs/presentations.
* Highly proficient in consultative skills in determining stakeholder needs and providing recommended solutions to improve performance.
* Ability to work with instructional design professionals to build cutting edge tools that optimize productivity.

***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.