

Director, Talent  
Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=228437>

Downloaded On: Jul. 3, 2024 2:26am

Posted Jan. 8, 2024, set to expire Nov. 29, 2024

<b>Job Title</b>	Director, Talent
<b>Department</b>	Human Resources
<b>Institution</b>	Austin Community College Austin, Texas
<b>Date Posted</b>	Jan. 8, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Director/Manager
<b>Academic Field(s)</b>	Administration - Human Resources
<b>Apply Online Here</b>	<a href="https://apptrkr.com/4913746">https://apptrkr.com/4913746</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

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**Director, Talent**

**Austin Community College**

**Job Posting Closing Times:** Job postings are removed from advertising at **12:00 A.M.** on the closing date e.g., at midnight on the day before the closing date.

[If you are a current Austin Community College employee, please click this link to apply through your Workday account.](#)

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Austin Community College is a public two-year institution that serves a diverse population of approximately 41,000 credit students each Fall and Spring semester. We embrace our identity as a community college, as reflected in our mission statement. We promote student success and community development by providing affordable access, through traditional and distance learning modes, to higher education and workforce training, including appropriate applied baccalaureate degrees, in our service area.

As a community college committed to our mission, we seek to recruit and retain a workforce that:

- Reflects the diversity of our community
- Values intellectual curiosity and innovative teaching
- Is attracted by the college's mission to promote equitable access to educational opportunities
- Cares about student success and collaborates on strategies to facilitate success for under-represented populations
- Welcomes difference and models respectful interaction with others
- Engages with the community both within and outside of ACC

### **Commitment to Equity and Inclusion**

ACC is committed to the ongoing systemic changes needed to ensure the increased recruitment, inclusion, retention, and completion of historically underserved and underrepresented populations. Through continual strategic community engagement and professional development of administrators, faculty, staff, and students, the college demonstrates its dedication to fostering a culture and climate for equitable outcomes.

ACC is proud to serve a diverse student body as an open-access and low-cost institution. Dedicated faculty members are excellent professors who help students achieve their educational goals and are sensitive to our students' diverse cultures and socio-economic backgrounds. In 2017 our faculty adopted a Statement of ACC Faculty Values. This Statement affirms that ACC's faculty members value collaboration, service, agency, scholarship, inclusion, and teaching, all of which attest to our commitment to equity, diversity, and inclusion at the heart of our mission.

### **Job Posting Title:**

Director, Talent

### **Job Description Summary:**

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The Director of Talent holds a vital role in fostering the attraction, retention, growth and success of Austin Community College employees. Reporting directly to the Human Resources Vice Chancellor, this position is responsible for designing, implementing, and overseeing comprehensive talent development programs while managing the performance evaluation process. The incumbent will use a data-driven focus that sets priorities for improvements aligned to ongoing strategic imperatives. The incumbent will collaborate closely with various departments and HR partners (such as the Employee Relations Officer, HR Business Partners, HR Communications, Ombudsperson, and Faculty Learning & Development) to ensure seamless alignment of performance goals with professional development initiatives and contribute to the overall advancement of the college community and its employer value.

### **Job Description:**

#### **Description of Duties and Tasks**

Essential duties and responsibilities include the following. Other duties may be assigned.

- Program Development:
  - Design and implement talent development programs that support talent attraction, retention, and professional growth.
  - Collaborate with HR partners, department heads, and stakeholders to identify key skill areas and create targeted development initiatives.
- Training and Workshops:
  - Coordinate and facilitate training sessions, workshops, and seminars to enhance employee skills and competencies.
  - Ensure training programs align with industry best practices, educational standards, and the specific needs identified by stakeholders in order to attract and retain top talent.
- Leadership Development:
  - Collaborate to design and execute leadership development programs to identify and nurture internal talent, and attract high-potential external talent.
  - Implement and manage channels for ongoing coaching and mentoring support to emerging leaders across the district.
- Performance Management:
  - Oversee the performance evaluation process, ensuring it aligns with institutional goals, values, and standards.
  - Manage the maintenance and execution of the performance management system, including job descriptions, standards of performance and performance evaluation instruments.
  - Provide coaching to supervisors regarding performance management related issues with their employees.

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- Collaborate with HR partners to integrate talent development initiatives into the performance management process.
- HR Liaison:
  - Act as a liaison with HR teams, HR Business Partners, and other stakeholders, ensuring effective communication and coordination of talent development and performance management efforts.
  - Collaborate on the identification of department-specific talent needs and aligning development programs accordingly.
- Succession Planning:
  - Work closely with HR Business Partners and department heads to identify key positions and individuals for succession planning.
  - Develop talent acquisition and development strategies to ensure a pipeline of qualified candidates for critical roles.
- Employee Engagement:
  - Implement methods to monitor and enhance employee engagement and satisfaction.
  - Work with HR Business Partners to tailor engagement strategies based on department-specific requirements.
- Collaboration and Communication:
  - Foster effective collaboration with HR Business Partners, academic, and administrative departments to align talent development and performance management efforts with institutional goals.
  - Regularly communicate with key partners to promote awareness and participation in talent development initiatives.

### **Knowledge**

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- In-depth knowledge of HR principles, practices, and regulations related to talent development, performance management, and succession planning in the education sector.
- Understanding of the unique dynamics and challenges within the higher education industry, especially community colleges.
- Knowledge of adult learning theories and principles to design effective training programs.
- Familiarity with various leadership development models and frameworks.
- Understanding of change management principles to navigate organizational transitions.

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## **Skills**

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Strong verbal and written communication skills to effectively convey complex concepts, facilitate training sessions, and interact with diverse stakeholders.
- Ability to collaborate with HR partners, department heads, and other teams to create a cohesive and integrated approach to talent development and performance management.
- Strong leadership skills to inspire and guide teams, especially in the context of leadership development programs.
- Flexibility and adaptability to navigate through change, evolving organizational needs, and the dynamic nature of the higher education environment.
- Ability to influence and persuade stakeholders to adopt talent development and performance management best practices.
- Empathetic approach to understand and address the diverse needs of employees, fostering a positive and supportive work environment.
- Proficiency in conflict resolution and problem-solving to address performance-related issues effectively.
- Strategic thinking to align talent development initiatives with the overall organizational strategy.
- Creativity in designing innovative talent development programs that engage and inspire employees.
- Customer-focused mindset to understand and address the needs of both internal and external stakeholders.
- Leadership qualities to manage a team of direct reports and guide projects and initiatives of other HR team members who are not direct reports.
- Strong analytical and critical thinking skills.
- Strong organizational skills.
- Use of professional discretion and confidentiality.

## **Technology Skills**

- Proficiency in using (Workday) HRIS for talent management, performance evaluations, and data

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analysis.

- Familiarity with (Workday) LMS platforms for delivering and tracking training programs.
- Proficient in using Microsoft Office and Google applications for communication, data analysis, and presentation purposes.
- Ability to use data analysis tools to interpret HR metrics and assess the effectiveness of talent development programs.
- Proficiency in collaboration tools for effective communication and teamwork.
- Knowledge of digital learning platforms and tools to enhance the delivery of training and development initiatives.
- Familiarity with project management tools to plan, execute, and monitor talent development projects.

### **Required Work Experience**

- 5 years of proven experience in talent development, training, organizational development, and performance management within an educational or similar setting.
- 5 years of experience designing, developing and supporting organization-wide talent management programs that cover performance management, talent development, coaching, succession planning, data analytics and relationship management.
- 3 years supervisory experience.

### **Preferred Work Experience**

- Management experience in a higher education setting.
- Workday HRIS, LMS, and Workday Peakon platforms.
- Process implementation from conception to deployment.
- Human resources or organizational leadership or design.

### **Required Education**

- Bachelor's degree in Organizational Development, Education, Human Resources, or a related field.

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**Preferred Education**

- Master's degree in Organizational Development, Education, Human Resources, or a related field.

**Special Requirements**

**Licenses/Certifications; Other**

- Valid Texas Driver's License and reliable transportation for travel in the Austin area as required.

**Other Preferred Qualifications**

- HR Professional licensure (SCP, CP).
- Talent Management certification (CPTD, TMP).
- Certification in leadership development
- Certification in change management
- Certification in professional or leadership coaching (CPC, iPEC)
- Professional membership (ATD, ISTE, SHRM)

**Physical Requirements**

- Ability to travel between campuses as needed
- Work is performed in a standard office or similar environment.
- Subject to standing, walking, sitting, bending, reaching, pushing, and pulling.
- Occasional lifting of objects up to 10 pounds.

**Safety**

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- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.

### **Disclaimer**

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job, nor is it intended to be an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. ACC reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Employees may be required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by ACC as its discretion to enable individuals with disabilities to perform the essential functions.

### **Salary Range**

\$95,539 - \$119,423

### **Number of Openings:**

1

### **Job Posting Close Date:**

January 26, 2024

### **Clery Act**

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.

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To apply, please visit: [https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Highland-Campus/Director--Talent\\_R-5503](https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Highland-Campus/Director--Talent_R-5503)

### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### Contact

Human Resources  
Austin Community College

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