



POSITION DESCRIPTION

Talent Acquisition & Development Manager

Reports to: Vice President of Human Resources/CHRO

Position Status: Exempt

Supervises: Recruiting Supervisor, Recruiters

Effective Date: 8/11/22

GENERAL SUMMARY

The Talent Acquisition & Development Manager is responsible for design and implementation of a talent acquisition process and strategy that integrates NKC's values and brand to attract a diverse group of top talent. This position is responsible for on-going fine tuning of NKC's recruitment capabilities and assisting in the development of scalable processes and systems to support growth initiatives. Responsibilities include recruiting programs and systems, planning and executing talent acquisition strategies, and delivering a metrics portfolio that provides business intelligence around the talent acquisition process and function. Responsibilities also focus on partnering to elevate the interview selection and decision processes providing expertise on management development, succession planning, internal growth, and education.

Responsibilities include development of compelling brand strategies that enhance NKC's visibility in the marketplace and leverage data analytics for making program and process improvements. Serves as a subject matter expert on sourcing, new and creative recruiting techniques, labor market and industry trends, and competitor information to ensure NKC sourcing efforts and recruiting practices are successful, cost-effective, and competitive. This position plays a critical role in supporting the transformation of the current organizational culture. Provides supervision, leadership, support, and vision to the talent acquisition team.

DUTIES AND RESPONSIBILITIES

1. Designs and implements Talent Acquisition strategies and recruitment campaigns to attract diverse candidates, support growth and expansion, and build NKC's talent pipeline.
2. Builds and drives new ways of approaching networking, recruitment, talent development, retention, and succession planning.

3. Drives enhancements to NKC's overall recruitment practices, including leveraging new technologies, interviewer training workshops, candidate experience, and diversity, equity, and inclusion programs.
4. Builds and maintains effective relationships with hiring managers to ensure recruiting expectations are met or exceeded and are aligned with NKC's strategic priorities.
5. Promotes diversity in the workplace and ensures recruiting strategies attract diverse candidates.
6. Responsible for staffing recruitment for members of the executive team.
7. Evaluates recruitment program effectiveness, to include team performance metrics, applicant tracking, data integrity, and pipeline health.
8. Partners to develop a talent brand that effectively portrays the unique and innovative culture at NKC. Develops ongoing employer branding presence via social media and other innovative engagement tactics to elicit interest in NKC.
9. Leads implementation of all talent acquisition initiatives and software systems with recruitment team, stakeholders and hiring partners.
10. Manages a requisition load and partners with other members of the human resources team on special projects.
11. Develops and delivers tools and training to ensure NKC hiring managers understand and are effective users of best practices in candidate interviewing and evaluation.
12. Establishes key metrics and reporting of recruiting statistics and data.
13. Approves employment offers in accordance with policies, procedures and within established approval thresholds.
14. Provides a clear vision of success and encourages career growth and personal development for members of the TA&D team.
15. Develops & manages a best in class on-boarding & off-boarding experience for all employees.
16. Manages third party recruiting and staffing services.

JOB CONDITIONS

Must be able to communicate effectively in English over the telephone, in writing, and in person. Duties and responsibilities are performed in an office environment. Physical activities require the ability to stand, walk, stoop, kneel, crouch, reach, lift; fingering, grasping, talking, hearing, and repetitive motions of hands, wrists, and fingers. Requires visual acuity to read, inspect information on computer monitors, and written materials.

Physical requirements include the ability to lift/move objects weighing up to 20 pounds occasionally, and lift/move objects weighing up to 10 pounds frequently. The individual in this position operates the phone, computer, copy machine, fax machine, and other office equipment as required. Demonstrated skills in Microsoft Office Products and knowledge of HRIS software is required.

PLANNING

The Talent Acquisition & Development Manager is responsible for planning a wide range of strategies related to human resource functions that deliver value and drive decision-making processes related to recruitment, onboarding, training, and career growth for NKC applicants and employees.

SUPERVISION AND COORDINATION

Manages the talent acquisition team, ensuring correct application and management of applicable employment and recruiting laws, rules, and regulations.

EXTERNAL CONTACTS

This position has contact with internal leaders, employees, external applicants, vendors, schools, universities, recruiting agencies, and others as needed.

DECISIONS

This position is responsible to the Vice President of Human Resources/CHRO for decision-making required to perform human resources duties and responsibilities. These decisions are based on established procedures and practices and often require leadership, independent decision-making, collaboration, and a high-level of knowledge related to employment laws, rules, and regulations.

CUSTOMER SERVICE STANDARDS

Staff is responsible for demonstrating good customer service and professionalism.

1. **CONSIDERATION:** Greet customers promptly; show courtesy; recognize customer's needs; respect privacy.

2. **CONCERN:** Listen to customers; express appreciation, be non-judgmental; take responsibility.
3. **CONFIDENCE:** Show a positive attitude; take personal initiative; inform; educate and reassure; provide prompt follow-up.
4. **CONDUCT:** Hold appropriate conversations; maintain a professional appearance; establish teamwork; show professional competency.

EDUCATION AND EXPERIENCE

The Talent Acquisition & Development Manager must have a baccalaureate degree and 5-8 years of talent acquisition & development, preferably in a healthcare setting. Experience with building job descriptions, FLSA requirements, employment law, leadership development, and general human resources tasks are important for the success in this position. Ability to work cross-functionally with peers, leaders, and other staff, and with sensitive and confidential information, applying good judgment and analytical thinking. Excellent interpersonal communication and consulting skills, able to assess needs, influence outcomes and collaborate at all levels of the organization. Sense of urgency, follow up and responsiveness, with a high level of personal integrity and confidentiality. Strong organizational skills with the ability to manage multiple, conflicting priorities in a fast-paced environment. Proficient with Microsoft Office Suite. Ability to travel within the Seattle market to business locations. Passion and Commitment to the Mission of NKC.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not to be considered as an exhaustive list of all job tasks performed by people so classified.

REVIEW AND APPROVAL

 _____ Vice President of Human Resources/CHRO	10/27/2022 _____ Date
--	-----------------------------