

**JOB DESCRIPTION**

**JOB TITLE:** Learning & Organizational Development Manager  **JOB CODE:** 4111

**SUPERVISOR'S TITLE:** Vice Prensident of Human Resources and Development

**FLSA STATUS:** EX

DRAFT

**POSITIONS SUPERVISED:** Learning Specialist, Senior Learning Facilitator, **EEOC:**  1

Learning Program Manager  **SALARY GRADE:** SCS 6

**PURPOSE**

Under administrative supervision, the Learning and Organizational Development Manager designs L&OD strategies that enable the the strategic priorities of People and Culture as directed by the Vice President of Human Resources and Development, and lead and support key L&OD initiatives and projects for the organization

**ESSENTIAL JOB FUNCTIONS**

* Manages the training, learning, and development curriculum for roles within the association
* Manages, analyzes, and reports upon data from talent development, learning, and training initiatives
* Facilitates the analysis of training and development programs to enhance the effectiveness of team member performance in achieving the desired results and objectives of the association.
* Identifies and incorporates best practices and lessons learned into program plans.
* Designs and develops curriculum and learning paths for leadership and individual contributor roles.
* Catalog, communication, and internal marketing of learning and development opportunities
* Reviews evaluations of training courses, objectives and accomplishments and reports results and analysis to senior leadership.
* Assesses effectiveness of training in terms of accomplishments and performance
* Develops ad expands Talent Management functionality within Workday
* Defines and executes L&D strategies in collaboration with VP of HR and Development as well as other key stakeholders
* Develops and drives creation of talent review, succession planning and development planning
* Creates and implements career development philosophy
* Acts as liaison with local colleges, universities and other educational institutions/vendors when needed to expand and enhance the service of the department
* Conducts needs analysis to determine measures that enhance performance and overall company performance.
* Supports the organization to develop action plans in response to surveys with meaningful accountability measures
* Ensures learning and development programs and tools are aligned with the diversity, equity and inclusion (DEI) goals;
* Co-develops and implement training budget

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

**EDUCATION**

* Bachelor's degree in Human Resource Management, Industrial/Organizational Psychology or related field and seven or more years’ experience in organizational development, designing and implementing employee development programs; or,
* Master’s Degree in Organizational Development or related field with four years experience in organizational development, designing and implementing employee development programs preferred
* Certified Professional in Learning and Performance (CPLP) credential (or similar credential) preferred
* SHRM Certified Professional (SHRM-CP) or SHRM Senior Certified Professional (SHRM-SCP) credential preferred

**EXPERIENCE**

* Must have a minimum of two years experience, managing a medium to large scale L&OD department.
* Strong command of Microsoft Office skills and ability to produce deliverables that carry a “stamp of excellence”
* Strong relationship building and stakeholdermanagement skills, including experience owning client relationships with senior leaders
* Demonstrated consultative approach: excellent communication and influencing skills to communicate effectively and credibly, both verbally and in writing, with audiences at all management levels

**PHYSICAL DEMANDS**

* Position has no unusual physical demands. Typical office environment.

Within the bounds of their respective job descriptions, all staff are expected to exercise principle-centered leadership, focused on customer service responsiveness, with a continuous quality improvement orientation. Additionally, all staff are expected to develop a working knowledge of and follow all policies and procedures related to safety management and other Joint Commission standards.

**LEADERSHIP COMPETENCIES**

* Encourage best practices
* Ensure effective use of procedures
* Improve processes and systems
* Develop collaborative relationships
* Understand budgets and finances
* Organizes staff
* Inspire a shared vision
* Empower others to act
* Model for Seven Counties’ mission, vision, and values

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Employee’s Name (Print)

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Employee’s Signature