

Position Description

Date: January 10, 2017

Position Title: Manager – Talent and Development

Reports To: VP, Human Resources

Responsible for:

The Manager, Talent and Development is responsible for creating and deploying talent strategies that enhance EnergyUnited's capabilities to attract and retain a talented, diverse and engaged workforce to meet current and future business needs. This position implements strategies that support business objectives, improve employee and enterprise performance, and gain a return on investment for the business in the areas of recruitment, staffing, onboarding, development and retention.

Key Accountabilities & Duties:

RECRUITMENT & TALENT ACQUISITION

- Manages the recruitment and hiring process for the organization, including development of a talent acquisition and management sourcing strategies for the organization.
- Consults with hiring managers and develops recruitment strategies for open positions.
- Manages the preparation and posting of job openings on the intranet, EnergyUnited's web page, various job boards and other available mediums, along with utilizing other avenues of recruitment, to reach potential applicants/candidates for EnergyUnited's staffing needs.
- Interviews, screens, and recruits job applicants to fill entry level, professional and technical job openings and presents candidates to hiring managers.
- Manages background and reference checks on potential applicants and makes determination on whether candidates meet hiring criteria for the role.
- Promote EnergyUnited's recruitment brand through online social media efforts, community business events, and college recruiting efforts.
- Develop, negotiate, and provide strategic input on third party agency relationships.
- Manages the reporting for the Affirmative Action Program and ensures compliance and timely reporting.
- Develops and maintains relationships with temporary and other employment agencies.
- Develops and maintains relationships with colleges and universities and participates in various job fairs for talent recruitment.
- Organizes and conducts employee testing and recruitment programs.

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- Maintains up-to-date recruitment progress report, talent database and all related staffing communication.

EMPLOYEE TRAINING / DEVELOPMENT & TALENT MANAGEMENT

- Create and executes a talent management program.
- Facilitate and track the talent management processes, programs and initiatives that include competency model development and alignment, high-potential programs, talent reviews and/or performance management processes
- Assists in the development and execution of a comprehensive succession planning strategy and program.
- Manages, develops, plans and conducts new employee onboarding and orientation programs that are designed to foster positive attitudes that lead to the attainment of EnergyUnited's strategic goals and initiatives.
- Assists in the development and execution of a comprehensive training, coaching and leadership development program.
- Conducts needs analyses, identifies key skills, specialty skills and proposes training needs accordingly.
- Facilitates and/or provides training to the workforce.

OTHER DUTIES

- Assists in analyzing turnover data to make recommendations to the Vice President of Human Resources for corrective action and continuous improvement with respect to employee satisfaction and retention.
- Assists in maintaining a human resource information system (HRIS) that meets management's requirement for information needs in regards to talent acquisition, training and development, performance management and succession planning.
- Provides innovative techniques to automate manual systems within the HR function that are aimed at increasing efficiency and effectiveness.
- Contributes to the overall strategic plan by assisting in developing recruiting, development, training and retention strategies for the company
- Other duties as assigned.

EDUCATION:

- Bachelor's degree in business, human resources or related field required.
- Master's degree preferred.
- PHR or SPHR certification preferred.

EXPERIENCE:

- Minimum of five (5-7) years progressive, increasing responsibility with full life cycle talent acquisition and talent management experience required.



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- Requires a broad knowledge of human resource management principles, practices and procedures.
- Understanding of talent management practices and organizational development models, tools and trends with proven experience leading performance management, talent development and succession planning processes and programs.
- Demonstrated experience using social media and other recruiting tools to actively recruit variety of technical and non-technical candidates.
- Ability to foster strong internal relationships with hiring managers and employees
- Able to maintain complete discretion when working with sensitive, confidential information
- Must be proficient with Talent Acquisition and Talent Management computer systems with strong MS Office Suite Skills including but not limited to Word, PowerPoint, Excel, Visio, HRIS, etc.
- Excellent oral, written, and presentation skills.
- Ability to travel overnight as much as 25%

EnergyUnited EMC, a member owned electric and propane cooperative, is the third largest provider of residential electricity in North Carolina and among the 15 largest electric coops in the United States. With offices in seven cities, EnergyUnited's service area stretches from the Virginia border to Mecklenburg County. The headquarters office is located in Statesville, North Carolina. Position will be located in Statesville, NC. Must make domicile within one of the nineteen (19) counties served by the Cooperative. If not within the 19 counties served by the cooperative, must be willing to relocate.

The company offers an excellent benefits package, including a competitive salary commensurate with qualifications and the prevailing market. Please send an electronic resume, cover letter and salary requirements to:

VP of Human Resources
HRdept@EnergyUnited.com

All replies are confidential.

EnergyUnited Electric Membership Corporation is an Equal Opportunity Employer. This position shall be filled on the basis of qualification and ability to perform the essential functions of the job and without regard to race, religion, sex, age, national origin, disability, veteran status or any other basis prohibited by law.