



Position Description

Position Title Sr Strategist - Training and Talent Development

Career Level/Grade P5

Position Overview

The Senior Strategist – Training and Talent Development is responsible for strengthening the skills and performance of Health District employees. This position assesses Health District-wide professional development needs to drive training initiatives and identifies and arranges suitable training solutions for employees. The Senior Strategist – Training and Talent Development serves as an expert and actively searches, creatively designs and implements effective methods to educate, upskill employees, enhance and recognize performance. This position also strategizes and champions organizational culture.

We believe that our people are our greatest strength. Each employee contributes to our shared mission, vision, strategy, and values. We are committed to fostering a workplace that is **Supportive, Impactful, Accountable, and Inclusive.**

Supervision and Fiscal Responsibilities

No direct reports.

Trains, mentors, and coaches others.

Examples of Duties

- Creates, develops, implements, and conducts training and development programs for Health District employees, both in person and virtual
- Conducts annual training and development needs assessment for Health District through surveys, interviews, focus groups, and communication with leadership
- Develops unique training and development programs and objectives to fulfill employees specific needs to maintain or improve job skills
- Administers spending against the departmental budget.
- Creates or acquires effective training materials, guides, course materials, or assesses training materials provided by instructors
- Presents training and development programs using various forms and formats including group discussion, lecture, simulations, and videos
- Trains and coaches senior level leadership, directors, managers, supervisors and others involved in employee development efforts.
- Plans, organizes, facilitates and orders supplies for employee development and training events
- Maintains records of training and development activities, attendance, results of testing and/or assessments, and retraining requirements
- Develops and maintains organizational communications to ensure employees have knowledge of training and development events and resources
- Conducts follow-up studies of all completed training to evaluate and measure effectiveness/results
- Modifies programs as needed in keeping with the latest trends in training and development
- Oversight of employee skilled credentialing, certifications, and positional career pathing

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- Exemplifies and champions the culture and philosophies of the Health District
- Develop culture strategy aligned with organizational values, mission, and strategic direction
- Works effectively as a team member with members of management across the Health District
- Develops and maintains positive, professional, and productive relationships with co-workers, leadership, and other agencies

Qualifications

- A minimum of a bachelor's degree in human resources, training and development, or related field with 7-9 years of experience
- A combination of equivalent experience and education
- Five years of experience designing and implementing employee development programs
- At least one year supervising Manager/Director level positions

Preferred Qualifications

- Certified Professional in Talent Development (formerly CPLP) required (or able to obtain within first year)
- SHRM-CP/SCP or PHR/SPHR Certification

Knowledge, Skills, & Abilities

- Detail-oriented, excellent organizational skills, with a commitment to high-level accuracy.
- Strong presentation skills
- Adept with a variety of multimedia training platforms and methods
- Ability to evaluate, research, and implement training options and alternatives
- Ability to design and implement effective training and development
- Ability to prioritize and manage multiple tasks concurrently
- Demonstrate independent work initiative and sound judgement through excellent critical thinking and decision-making skills
- Commitment to contributing to an inclusive and equitable working and learning environment.
- Ability to work both cooperatively within a team and independently
- Ability to communicate well verbally and in writing, and to keep accurate and complete records.
- Ability to effectively interact, work, and develop meaningful relationships with people of diverse backgrounds, including cultures, beliefs, customs, socioeconomic statuses, abilities, genders, gender identities, and sexualities
- Ability to work with and be sensitive to the needs of those with physical and mental health conditions
- Adept with a variety of multimedia training platforms and methods
- Advanced skills in Microsoft Office Suite and related program software

The above job definition information has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Job duties and responsibilities are subject to change based on changing business needs and conditions.

Work Environment

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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

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- Must have close visual acuity to perform activities such as preparing and analyzing data and figures, viewing a computer monitor, extensive reading.
- Must be able to sit or stand for prolonged periods.
- Must have eye-hand coordination and manual dexterity sufficient to operate a computer keyboard, telephone, photocopier, and other office equipment.
- Must have the ability to move from place to place on the job.
- Must have the ability to communicate information and ideas verbally so others will understand.
- Requires reliable transportation; valid driver's license and auto insurance if reliable transportation is by personal automobile.

Infection Prevention

During flu season, flu shots are strongly recommended for this position.

Equal Opportunity Employer

The Health District is committed to creating an equitable and inclusive workplace and proudly serves as an Equal Opportunity Employer. We welcome applicants from all backgrounds and ensure that all qualified candidates receive consideration for employment without regard to race, color, ethnic or national origin, ancestry, age, sex, pregnancy, disability, genetic information, veteran status, gender, marital status, sexual orientation, gender identity or expression, religion (creed), political beliefs, or any other characteristic protected by federal, state, or local laws.

We believe that diverse backgrounds and perspectives strengthen our organization, so we consider a combination of experiences to meet minimum qualifications. Experience may include related knowledge, skills, abilities, education, work, and lived/living experience. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.