



**Position Title:** Talent Management Specialist

**Reports To:** Chief Human Resources Officer

**FLSA Class:** Exempt

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**Purpose:**

Assists in the implementation of talent management initiatives (e.g. sourcing, assessing & hiring talent, onboarding, employee relations & engagement, etc.) that aim to attract, measure, develop and manage the bank's talent (both new and existing). He/she takes a holistic approach; understanding the skills, competencies, and cultural requirements for a “best fit” candidate who meet the needs of the role and the strategic direction of the business, and then uses insights gained through employee relation and engagement efforts to adjust recruiting tactics and inform organizational development initiatives (e.g. aligning talent to training or development programs). Helps the HR management team evaluate the effectiveness of the bank's overall talent strategies. Ensures compliance with federal, state and local legal requirements by studying existing and new legislation, anticipating legislation; enforcing adherence to requirements and advising management on needed actions.

**Responsibilities:**

**Recruiting:**

- **Source Talent:** Collaborate with hiring managers and stakeholders to capture job requirements. Lead creative sourcing/recruiting initiatives and processes to leverage networking and employee referrals that builds a pipeline of talent for a variety of levels from seasonal staffing to management positions. Conduct the research and field work required to develop talent pools through competitive analysis/outreach, professional association networking, and social media touchpoints.
- **Assess & Hire Talent:** Advise managers during the assessment process to use best practice guidelines for pre-employment testing and behavioral interviewing methods. Facilitate the process between hiring managers and candidates from job screening to offer proposals/acceptance. Ensure all job-related documentation and recruiting collateral are accurate and up-to-date to include ensuring FLSA classification are in compliance and affirmative action program records are up-to-date.
- **Employee Relations & Engagement:**
- Serve as a subject matter expert and escalation point for employee relations matters. Ensure compliance with EEO and related federal/state laws by partnering on issues of diverse scope where analysis may require evaluation of a variety of factors, including data analysis, an understanding of employment law, industry regulations and current business processes to develop and maintain a healthy, productive, legally compliant, harassment and discrimination free work environment.
- Drive employee engagement efforts by designing, delivering, and analyzing feedback surveys (e.g. stay & exit interviews) as well as managing/coordinating events which includes developing creative themes, content creation, organizing volunteers and planning logistics.

- Collaborate with hiring managers and HR team to quickly assimilate new employees through orientation and onboarding efforts.
- Manage internal career paths and succession plans.

**Administration & Reporting:**

- Ensure alignment of talent management processes, procedures and systems to meet business needs, budget requirements, etc.
- Use applicant tracking system to administratively manage requisitions and applicants, as well as, facilitate a collaborative hiring experience with our hiring managers and applicants.
- Ensure background, reference, and credit checks are verified and meet hiring requirements.
- Maintain and report data and scorecard analytics that identifies trends and informs talent management practice (e.g. on critical talent segments, pipeline management results, sourcing resources, and other data analytics).

**Compliance Accountability:**

- Maintain compliance with all regulations, laws, and bank policies and procedures that pertain to your day-to-day job responsibilities.
- Maintain a working knowledge of all compliance regulations pertinent to your assigned duties by successful completion of any courses assigned on a timely basis.
- Participate in BrandBank's community development program at least one day each year.
- Adherence to BrandBank's Code of Professional Ethics and Conduct as well as observe and promote compliance with the Code among fellow bank personnel, customers and vendors.

**Experience:**

- **Minimum of five years of experience focused on recruiting & sourcing, employee relations, and employee engagement efforts with extensive experience using sourcing tools and creative recruitment programs.**
- **Bachelor's degree preferred in business, Human Resources, Organizational Development or Communications; high school diploma or GED required.**
- **Knowledge of the legal requirements related to human resources and the employer-employee relationship.**
- **Communication and interviewing skills necessary to gather relevant information and the analytical skills necessary to evaluate, analyze, and compare candidates' qualifications, skills and experience; ability to give both positive and negative feedback.**
- **Strong interpersonal skills with ability to communicate effectively within all levels of the bank (verbal and written); ability to design and deliver presentations to groups.**
- **Good judgment, courtesy, tact, diplomacy and patience are required.**
- **Ability to manage multiple priorities in a fast-paced and dynamic environment.**
- **Analytical/research skills required to develop a pipeline of top talent, predict staffing needs and market changes, as well as, creative problem solving for employee relations issues and employee engagement initiatives.**
- **Strong excel skills to manually compile/track, analyze and report information/data.**
- **Must be well-organized and extremely detail-oriented.**

*BrandBank is an Equal Employment Opportunity (EEO) employer and welcomes all qualified applicants. Applicants will receive fair and impartial consideration without regard to race, sex, color, religion, national origin, age, disability, veteran status, genetic data, or religion or other legally protected status.*

To apply: <https://www.thebrandbank.com/careers>