



## **JOB DESCRIPTION**

**Job Title:** Talent Development Specialist

**Edit Date:** 7/29/2022

**Company:** TMO (Corporate)

**Reports to (Position):** *Director, Talent Development*

*(HR to complete)*

**Pay Grade:**

**FLSA Code:**   X   Exempt or        Non-exempt

**Job/Position Summary:** *Brief description of what purpose the position fills.*

The Talent Development (TD) Specialist is an integral part of The Michaels Organization's team, assisting in building and managing programs that positively impact our business, our employees, and our clients.

This individual will work to design and launch relevant talent development programs with input from multiple stakeholders, both at corporate and in the field. This person must be a collaborative team player, strong listener, and great relationship builder. They will lead the coordination of multiple elements for talent development programs including scheduling, managing attendance, facilitation, communications, logistics planning and setup, materials creation, and troubleshooting technical issues.

The position reports directly to the Director of Talent Development, and together this team strives to achieve The Michaels Organization's goal of attracting, training and retaining talent.

**Position Duties & Responsibilities:** *Detail of the primary and secondary functions of the job.*

Talent Development (75%)

1. Work with SMEs to design and deliver training courses and materials, including defining learning objectives, creating content and success criteria metrics for self-delivery, delivery by another instructor, or for e-learning
2. Facilitate various training workshops for employees and leaders across multiple businesses
3. Ensure all training, curriculum and learning initiatives are consistent, and aligned with The Michaels Organization brand
4. Assist in administering talent management programs such as succession planning, individual development planning, leadership development, performance management, employee engagement, and other talent processes
5. Perform all necessary administrative tasks in preparation for and delivery of programs, initiatives and events
6. Work in partnership with marketing team in drafting and disseminating information about programs, initiatives, and events, driving awareness across the organization
7. Perform other duties as assigned

Systems Administration (25%)

8. Work in the Learning Management System (LMS) to administer and manage all training activities, build learning paths, assign training, track progress, generate and distribute reports
9. Manage and maintain the LMS, including adding/removing users, updating the hierarchy, managing audiences, designing and executing rules, activating notifications, etc.
10. Support LMS users. Troubleshoot and resolve user issues. Work with IT, SMEs, and vendor on resolutions
11. Manage additional talent development platforms including but not limited to Taking Flight system, Tax Credit Training System, etc.

**Number of Direct Reports and Indirect Reports:**   0   Direct   0   Indirect

**Required Experience:** *List experience required to perform the job.*

- 1-3 years of HR related experience required. Preferred experience in areas such as: Learning/Development, instructional design, employee engagement, succession planning and performance management

**Required Education/Training:** *List education &/or training required to perform the job.*

- Bachelor's Degree in HR, adult learning, organizational development, instruction design or related field

**Required Skills and Abilities:** *List skills and abilities required to perform the job.*

- Demonstrated understanding of adult learning principles, learning styles, and experiential learning
- Experience facilitating classroom and virtual learning in a dynamic manner; demonstrated ability to build relationships, connect and engage with others quickly
- Must have experience with Storyline 360
- Experience with LMS and Adobe Create Suite (i.e., Photoshop, Premiere, Audition) preferred
- Highly proficient with Microsoft Outlook, Word, Excel, and PowerPoint
- Proven ability to manage multiple projects/programs
- This position requires a customer service oriented, self-motivated, responsive individual who can multi-task and work independently as well as in team environments, often under deadlines.
- Demonstrated flexibility and experience with problem solving, fostering teamwork, and managing change

**Working Conditions:** *Describe any noteworthy conditions such as: long hours, shift work, travel, lighting, noise, dust, hazards, exposure to allergens, fumes, solvents, enclosed spaces, etc*

**Physical Demands of Job:** *Check the estimated amount of time for each physical demand of the position*

<b>Activity</b>	<b>Seldom/Never</b>	<b>Occasionally</b>	<b>Moderate</b>	<b>Extensive</b>
Standing			x	
Walking		x		
Sitting				x
Lifting- up to 30 Lbs.		x		
Carrying- up to 30 Lbs		x		
Pushing- up to 30 Lbs.		x		
Pulling- up to 30 Lbs		x		
Twisting		x		
Climbing (Stairs)		x		

*The Company reserves the right to change, modify, update or revise job descriptions at any time. Please download the current version from the HR Section of the Company Intranet.*

Climbing (Ladders)	x			
Stooping	x			
Kneeling	x			
Crouching	x			
Crawling	x			
Driving Cars/Trucks/Equipment	x			
Computer Work				x
Other Physical Activity:				
1				
2				
3				

**Company Core Competencies:**

**Job Knowledge:**

Has necessary job knowledge and technical skills. Understands duties, responsibilities and company mission/values. Keeps job knowledge current and is in command of critical issues.

**Dependability:**

Meets commitments, accepts accountability. Handles change, works independently when necessary, sets personal standards, is focused under pressure and meets attendance requirements.

**Initiative:**

Tackles problems, takes independent action, seeks new responsibilities, acts on opportunities. Will generate new ideas and practice self-development.

**Quality:**

Attentive to detail and accuracy. Committed to excellence and looks for continuous improvement. Monitors quality, finds cause of and acts to rectify quality problems.

**Communication:**

Communicates well both verbally and in writing, sharing accurate information and ideas with others. Has good listening skills.

**Teamwork:**

Meets team deadlines and responsibilities, listens well and values opinions. Helps Team Leader meet goals and promotes a team atmosphere.

**Specific Competencies for the Position:**

**Work Environment/Safety:**

Keeps workplace clean and safe, supports safety programs. Promotes both a safe and respectful work environment.