

Director of Talent Management - Central Office & Business Operations

4400 West 18th Street, Houston, Texas (US-TX), 77092-8501, United States

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Job Description

Location: Hattie Mae White

Department: Talent Management II

Contract Months:12

Salary Range: \$130,000.00 – \$155,000.00

Academic Year: 24-25

JOB SUMMARY

The Director of Talent Management provides strategic leadership and comprehensive oversight of talent management support for the Central Office and Business Operations departments. This critical role drives organizational success by setting HR-related goals for the assigned team, developing forward-thinking strategies, and ensuring the effective execution of human resource programs and initiatives. The Director partners closely with department leadership, HR sub-departments, and Central Office managers to proactively assess departmental needs and deliver district-wide, impactful HR solutions. This position requires strong leadership skills, a strategic mindset, and the ability to build and maintain strong relationships with district leaders and stakeholders.

MAJOR DUTIES & RESPONSIBILITIES

1. Lead the daily operations of the department, including the strategic planning, development, coordination, and evaluation of functions, while executing departmental goals and objectives in alignment with the district's mission, vision and action plan.
2. Develop and implement departmental strategies, policies, and procedures to optimize operational efficiency and effectiveness.
3. Offer Human Resources recommendations on position management aligned with budgetary considerations and organizational needs to ensure efficient resource allocation.
4. Provide leadership to a team of Human Resources professionals, delivering strategic guidance, support, and performance oversight to achieve optimal results. Cultivate a positive and inclusive work environment that fosters a high-performance culture ,collaboration,

innovation, and continuous improvement.

5. Collaborate closely with internal and external partners, including Compensation, Employee Relations, HRIS, Talent Acquisition, Budgeting, Payroll, Information Technology, and other cross-functional teams to ensure the HR needs of Central Office and Business Operations leaders are met, and HR initiatives are implemented effectively.

MAJOR DUTIES & RESPONSIBILITIES CONTINUED

6. Monitor and evaluate departmental performance against established goals and metrics, implementing strategies for improvement.

7. Stay abreast of industry trends, emerging technologies, and best practices relevant to the department's area of focus and ensure compliance with applicable laws, regulations, and policies within the department's scope of work.

8. Cultivate and maintain strategic partnerships with external organizations, vendors, and community stakeholders.

9. Identify and pursue opportunities for collaboration, grant funding, and strategic partnerships to support departmental initiatives.

10. Provide regular updates and reports to senior management and other stakeholders on departmental activities, achievements, and challenges.

11. Support and actively participate in Human Resources events, including job fairs, interview days, and other recruitment or engagement initiatives, to meet the staffing and partnership needs of the district and its stakeholders.

12. Performs other job-related duties as assigned.

EDUCATION

Bachelor's degree in a relevant field; master's degree preferred.

WORK EXPERIENCE

Minimum of 5 years of experience in a leadership role, preferably within a similar industry or organization

*Applicants who do not meet these work experience qualifications may be considered if they have a unique combination of education and work experiences that indicate potential for success in this role.

SKILL AND/OR REQUIRED LICENSING/CERTIFICATION

Strong strategic thinking and analytical skills, with the ability to translate vision into actionable plans.

Demonstrated track record of successfully leading and managing teams, fostering a high-performance culture.

Excellent communication and interpersonal skills, with the ability to effectively engage and influence stakeholders at all levels.

Strong financial acumen, with experience in budget planning, financial management, and resource allocation is desirable.

Proven ability to develop and implement strategic initiatives that drive organizational growth and impact.

Exceptional problem-solving and decision-making abilities, with the capacity to navigate complex challenges.

Demonstrated ability to build and maintain positive relationships with internal and external stakeholders.

Strong project management skills, with the ability to manage multiple priorities and meet deadlines.

Knowledge of relevant industry regulations, compliance standards, and best practices.

Ability to adapt to change and lead teams through organizational transitions.

Commitment to diversity, equity, and inclusion principles and practices.

Strong ethical standards and integrity in decision-making.

Professional certifications or memberships relevant to the industry or leadership role are desirable.

LEADERSHIP RESPONSIBILITIES

Manages a department through direct supervision of HR team members within Central Office and Business Operations. Provides strategic direction and develops long-range plans which impact multiple departments. Using in-depth knowledge of multiple disciplines, identifies and evaluates high-impact issues, and provides strategy and direction to a major functional area or multiple departments. Establishes programs and policies, and ensures integration of operational objectives across multiple, major departments, program areas and possibly district-wide.

WORK COMPLEXITY/INDEPENDENT JUDGMENT

Work is non-standardized and widely varied, involving many complex and significant variables including significant time spent planning, evaluating complex solutions and issues, and negotiating outcomes. Strong analytic ability and inductive thinking are frequently required to devise new approaches to situations where previously accepted solutions have proven inadequate. Position regularly makes recommendations to management on areas of significance to the division. Supervision received typically consists of providing periodic coaching, advice and feedback.

BUDGET AUTHORITY

Compiles, organizes, and interprets data, figures, and personnel management in support of departmental budgets. Makes sound recommendations within budgetary constraints.

PROBLEM SOLVING

Decisions are made with greater freedom and discretion, including recommendations that are subject to approval on matters that may affect multiple departments across HISD. Job is frequently expected to recommend new solutions to problems, to improve existing methods/procedures/services and generate new ideas. May also review decisions made by other individuals on more routine matters.

IMPACT OF DECISIONS

Decisions have moderate impact to the facility/department or division, causing increased satisfaction or dissatisfaction; producing efficiencies or delays; promoting or inhibiting personal intellectual or professional development; and/or contributing to financial gain or expense. Errors may be serious, usually not subject to direct verification or check, causing losses such as improper cost calculations, overpayment or improper utilization of labor, materials or equipment. Effect usually confined to the organization itself and is short term.

COMMUNICATION/INTERACTIONS

Negotiate and influence - interprets department strategies and services, resolves conflicts, influences outcomes on matters of significance for the division, conducts final negotiations and coordinates approvals/decision making below the executive level. Interactions are typically with customers and Top Management.

CUSTOMER RELATIONSHIPS

Regularly assesses and diffuses complex, and escalated customer issues. Takes personal responsibility and accountability for solving systemic customer service problems. Regularly explores alternative and creative solutions to meeting the needs of the customer within HISD's policies and guidelines.

WORKING/ENVIRONMENTAL CONDITIONS

Work is normally performed in a typical interior work environment which does not subject the employee to any hazardous or unpleasant elements.

- Valid Texas driver's license with applicable insurance coverage
- Tools/Equipment Used: Standard office equipment, including personal computer and peripherals
- Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting
- Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching
- Lifting: Occasional light lifting and carrying (less than 15 pounds)
- Environment: Prolonged or irregular hours, including some weekends; frequent districtwide travel
- Mental Demands: Work with frequent interruptions, maintain emotional control under stress, fast-paced

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