



## Position Description

<b>Job Title:</b> Manager, Talent Acquisition	<b>Reports to:</b> Chief People Officer
<b>FLSA Status:</b> Exempt; Full-Time	<b>Aligned Executive:</b> VP, Chief Financial Officer
<b>Kipuka:</b> Lili'uonamoku – Honolulu, Hawaii	<b>Department:</b> People Operations

### Position Summary

The TA manager will design and lead Lili'uokalani Trust's ("LT") talent acquisition and employer brand strategy to focus on outcomes, effectively manage resources, and never lose sight of the experience we provide to all parties. The TA team supports LT's organizational approach to leading people by building culture, engagement, and capacity through integrated talent acquisition, development, and deployment processes that are aligned to LT's goals. LT is targeted to grow substantially over the next two years and this position will collaborate with leaders to identify strategic talent acquisition goals for each area that will help achieve short and long term talent goals. This position is managed within the People Operations Department of Team Services.

### Position Responsibilities

- **Employment Brand:** Responsible for developing and implementing philosophies and strategies to guide Talent Acquisition activities to ensure it's in alignment with LT's strategic plan, vision and mission.
- **Recruitment/Onboarding:** As part of the employee life cycle process, this position leads the recruitment, selection and onboarding and orientation process.
- **Community Relations:** Responsible for developing partnerships and relationships with universities, professional associations to be able to source qualified candidates. Together with the Talent and OD team responsible for developing an internship program by December 2018.
- **Workforce/Succession Planning:** Builds an organizational strategic talent plan including overview of current talent and gaps as well as future requirements and solutions. Ensure that LT is positioned for success with respect to hiring strategies and developing a pipeline of talent.
- **Leadership/Analytics:** provide leadership and direction to Talent Acquisition team. Provides consultation to leadership on staffing trends and needs. Develops a TA quarterly dashboard for communication with CPO, measuring days-to-fill, cost of hire, yield ratios and vacancy rates.
- **Business Partner:** Provides coaching to managers and leaders on a variety of people related topics: succession planning, performance, job descriptions, employee relations.
- **Project Management:** Will be responsible for the implementation of the Ceridian applicant tracking system (ATS) and ongoing changes. Will oversee talent acquisition and onboarding processes, including the start-up of new youth centers and to support ongoing growth.
- **Contributes to LT's success** through collaboration, communication, and knowledge-sharing with all teammates to improve team and organizational results.

### Education

- Bachelor's degree in human resources, marketing, business management or equivalent degree. Master's Degree, PHR/SPHR or SHRM Certification preferred. At least eight years of human resources

experience with demonstrated progressive Generalist/Business Partner responsibilities with at least two years focused on recruiting. At least 2 years' management experience preferred. Working knowledge of multiple human resource disciplines, including talent acquisition, employee relations, and employment laws. Working knowledge of Microsoft Office application: Word, Excel and PowerPoint and experience with Ceridian preferred.

### **Job Specific Competencies**

- Leadership: Ability to think strategically, align strategies with initiatives and objectives.
- Ability to partner to influence at multiple levels and acts as a resources to leadership and all teammates.
- Strong organizational, planning and execution skills: able to plan and organize projects to ensure success.
- Ability to manage multiple projects simultaneously in a fast paced and ambiguous environment.
- Business Acumen: knowledge of how to effectively orchestrate and implement plans to achieve organizational objectives.
- Interpersonal Savvy/relationship building: able to relate to all kinds of people, build relationships and defuse situations comfortably. Able to develop credibility through courage and integrity.

### **Organizational Competencies**

- **Alignment with Queen's legacy:** Understanding and appreciation of Queen Lili'uokalani's story, her legacy and the Hawaiian Culture is foundational to staff's commitment to working with our Hawaiian children, families and communities. Demonstrates respect for and appreciation of Hawaiian values history, and culture, understanding its implication in one's work, in fostering meaningful relationships, and in embracing the community served.
- **Ho`omau i ka `imi Na`auao (Continuous Learning and Improvement):** Committed to creating and reinforcing an environment of continuous learning and improvement.
- **Ho`ike i na Mana`o Pono (Effective Communication):** Communicates with those we serve and each other in a consistent manner that results in mutual understanding, harmony, and action.
- **No'ono'o loi (Critical Thinking and Problem Solving):** Actively and skillfully understands, conceptualizes, applies, analyzes, synthesizes, and/or evaluates information and develops and supports fact-based analyses and recommendations
- **Ho'o kumu a'e or `Imi hakuha (Innovation):** Identifies and integrates creative ideas into new or existing services and promotes effective problem-solving.
- **Pilina Ho`ohana a me ka Hana Hilina`i (Building Relationships and Creating Trust):** Manages relationships to create optimal opportunities and move the organization forward.
- **Alu Like I ka Hana (Teamwork):** Works cooperatively and collaboratively with others throughout the organization in alignment with the organization's objectives.
- **Ho`onui I ka `Ike (Capacity Building):** Encourages personal growth by exhibiting trust and a belief in the capacity of others.

### **Terms and Conditions of Employment**

- As a condition of employment, employee will be subject to LT's policies and procedures.