

Leadership Development Manager

Department: Human Resources
Reports to: Human Resource Director
Direct Reports: None

Summary: The Leadership Development Manager works with the Director of Human Resources to design and implement career development programs for all support and first to mid-level management positions in the Bank.

The LD Manager will assist employees of the Bank in career development/pathing initiatives. Responsible for managing overall communication and coordination related to new employee orientation. Helps facilitate the onboarding experience for new hires, hiring managers, and Human Resources through programs and bank resources.

The individual will also work with the Training department to develop training curriculums to assist the employee in meeting his or her career objectives.

Requirements:

- ❑ Bachelor's Degree preferred
- ❑ Minimum 5 years' experience in financial industry
- ❑ Must have at least 3 years of current or recent HR experience specifically in employee relations
- ❑ Develop a working knowledge of company products, services, programs, and core skills to enable the creation and facilitation of effective training
- ❑ Ability to recognize opportunities to develop and/or enhance training is required
- ❑ Possesses a high degree of the following skills and characteristics:
 - Self-motivation
 - Ability to manage multiple projects simultaneously
 - Excellent time management and organization skills
 - Self-starter, requiring minimal supervision
 - Excellent written and oral communication skills
 - Ability to interact with all levels of management and employees
 - Quick learner
 - Ability to gather and analyze information to solve problems efficiently
 - Team player
 - Action-oriented and displays initiative
- ❑ Proficient in all Microsoft Office applications

- ❑ Each employee is required to complete all required Bank Secrecy Act/anti-money laundering training suitable to his or her position within the Bank.
- ❑ Some travel will be required

Specific Job Duties:

- Works with Director of HR to develop and oversee the management of performance management system, talent/succession planning process, and career development
- Assists employees of the organization in career-pathing initiatives
- Determine employee developmental needs through various means such as surveys, regular communication with new and existing employees and managers
- Researches, creates, delivers, and manages Employee Development criteria, programs, and initiatives
- Stays abreast of all new bank products and services as they are rolled out
- Communicates developmental needs to and from bank managers and employees across the company to support bank-wide training initiatives
- Works with all levels of management to ensure relevancy of course materials and delivery methods suitable to needs
- Tracks progress and effectiveness of Employee Development programs through various methods and maintains training to ensure successful implementation and follow up
- Works as needed one-on-one with managers or employees to create programs specific to the bank's or personnel needs
- Provides current research and makes suggestions for direction of employee development
- Assists with other departments in organizing, managing, tracking, creating, or delivering development programs within their department
- Assists with coordinating all outsourced development programs
- Works in conjunction with other departments to avoid over-booking utilizing the corporate training calendar to eliminate conflicts
- Reserves, plans, coordinates, and manages on and off-site meetings
- Conducts HR Training as needed
- May be asked to reserve and set up meeting room for on-site meetings
- Assists in facilitating the New Employee Orientation program
- Other duties as assigned by supervisor

Interested candidates should forward resume to tiffany_crisson@ucbi.com.