

## Who we are:

Transportation is so basic that many of us overlook its overwhelming importance in our daily lives. Practically everything used in our homes, offices, or schools across Tennessee – from furniture to food items to clothing – requires a large and complex transportation network. The Tennessee Department of Transportation provides citizens of Tennessee and travelers with one of the best transportation systems in the country. TDOT is a multimodal agency with responsibilities in building and maintaining roads, aviation, public transit, waterways, railroads, cycling and walking. Our involvement ranges from airport improvements to funding transit buses to planning for river ports.

The Department of Transportation has approximately 3,500 employees with four statewide region facilities in Knoxville, Chattanooga, Nashville, and Jackson.

## Role of the Human Resources division:

The TDOT Human Resources division sets the vision and strategic direction for developing TDOT's greatest assets – our people. The division empowers the organization by ensuring the effectiveness and advancement of individual employees and the organization. The division develops, implements, and supports policies and procedures that reflect equal opportunity, diversity, and our values and principles. The division provides organizational planning, workplace operations, technology integration, talent progression, and resource development to create a workplace where people and industry thrive.



## Human Resources People and Talent Development Manager

Human Resources Division – People and Talent Development Section  
Nashville, TN  
\$100,896 - \$120,000 annually

### Job Overview

The People and Talent Development Manager will lead, mentor, and train the People and Talent Development Section through empowerment, communication, and delegated authority. This position will develop work plans that align with the Human Resources Division's strategic vision and effectively delegate authority and responsibility, when applicable, while ensuring the availability of resources for their employees to be successful. This position reports to HQ Human Resources and the Assistant Chief of Administration and HR Director.

This position will assist in developing policies, training, procedures, manuals, and governance required to implement statewide programs and will develop, manage, and facilitate methodologies, tools, resources, and guidelines for: Recruitment, Talent Development, Organizational Development, Learning, and Development, Knowledge Management, Succession Planning, Mentorship and Internship, and Performance Management.

The People and Talent Development Manager will supervise technical staff and will develop performance plans, schedules, and budgets, ensuring the expected outcomes, performance, and accountability of each team member. They will research national best practices that drive innovation and improve performance and efficiency within each unit of the People and Talent Development Section.

### Essential Job Responsibilities

Manage resources, staff utilization, and the program to provide People and Talent Development services to TDOT, including but not limited to Recruitment, Talent Development, Organizational Development, Learning and Development, Knowledge Management and Succession Planning, Mentorship and Internship, and Performance Management programs.

Establish and ensure a direct relationship between quality and work outcomes by developing and implementing standards for the frameworks, policies, and procedures,

Manage change, clarify the vision, take ownership of the change, communicate effectively, remain transparent, and hold yourself and others accountable throughout the process.

Lead the People and Talent Development Section in providing exceptional customer service to both internal and external customers, exercising effective listening skills, providing prompt responses, maintaining complete and accurate documentation, and communicating effectively.

Establish performance goals and measures for the team, provide feedback, and identify areas for improvement.

Remain current on national best practices and incorporate research, evaluations, and implementation of emerging technologies, while developing and implementing technology in partnership with the TDOT Information Technology Division that ensures program success while guaranteeing compliance with Federal and State Human Resources laws, regulations, policies, and standards.

Assist in ensuring the Recruitment, Talent Development, Organizational Development, Learning and Development, Knowledge Management and Succession Planning, Mentorship and Internship, and Performance Management work products and services are consistent, predictable, and repeatable to provide consistently high levels of achievement, mitigation of risk, and an established track record of success.

### **Qualifications**

Bachelor's degree and eight years of demonstrated advanced technical competency in Learning Development, Human and Organizational Development and Leadership, Industrial Organizational Psychology, or related, including at least two years of managing people.

#### **Preferred Qualifications**

- 10+ years of broad HR experience, including talent and performance management
- 5+ years of experience designing, implementing, and overseeing employee development programs
- SHRM Certified Professional credential
- 5+ years of managing people

### **Ideal Candidate**

TDOT's People and Talent Development Manager thinks holistically about TDOT's learning and development strategy and goals. They have a breadth and depth of experience within Human Resources and learning, allowing them to actively search, creatively design and implement effective methods to educate, enhance and recognize performance. They use their strong consultative problem-solving skills to collaborate and identify collaborations. Success in this role requires a combination of strong business acumen and interpersonal relationships to work with the aligned business unit or functional leader. The People and Talent Development Manager uses all the tools in their toolbox to help leaders analyze and communicate talent needs and work effectively and responsibly to develop employees to drive desired business outcomes and grow TDOT's talent.