



Title: Talent Acquisition Manager

Location: Sea-Tac Intl Airport / AOB

Compensation: Minimum: \$105,834.00 - Midpoint: \$132,293.00 (Grade 31)

To apply please visit: www.portseattle.org/jobs

PURPOSE:

This position provides leadership to the Talent Acquisition team of the Port of Seattle and strategic direction to the Talent Acquisition function including development and oversight of all programs, policies and procedures related to the recruitment and hiring of Port-wide staff.

ESSENTIAL FUNCTIONS:

This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed. Essential duties and responsibilities may include, but are not limited to, the following:

- Team Leadership & Management – Provide leadership and direction to the Talent Acquisition team. Sets direction and purpose for direct reports. Responsible for performance evaluation, development, workload and assignments. Provides performance guidance and oversight. Identifies staffing needs, allocation of resources, and budgetary recommendations. Provides HR advice on all talent acquisition related matters, development of solutions and workforce staffing solutions. Ensures the Talent Acquisition team members are positioned for success. Ensures cross functional areas within the Talent Acquisition function are led in a collaborative and team focused manner.
- Strategic Talent Acquisition – Develops and implements philosophies, strategies and efficiencies to guide Talent Acquisition activities. Ensures Talent Acquisition strategies and programs are aligned with the Port's overall mission, strategies and goals. Reviews hiring processes with an eye toward efficiencies and implementation of changes. Manages compliance with employment laws, regulations, policies and procedures. Partners with hiring managers to fill all levels of positions throughout the Port. Works closely with HR Director, Business Partners and HR Center of Expertise to ensure Talent Acquisition needs are met throughout the organization. Ensures information related to the hiring process is accurate and attracts a strong talent pipeline.
- HR Generalist – Provides coaching and counseling to managers and leaders throughout the Port on a variety of human resources related topics including performance, development, succession, employee relations, and total rewards. Refers Port staff to HR Center of Expertise when appropriate.
- Project Management – Will oversee large Talent Acquisition system and processes including start up departments. Will act as project manager ensuring necessary stakeholders are included, policies and procedures are adhered to and changes are implemented. Will oversee the Applicant Tracking System changes and implementation. Oversees the onboarding process throughout the port. Works closely with HR Director, Talent Acquisition and Business Partners on outreach and special program efforts. Oversees the Temporary Employment Agency contract process. Oversees the administration of executive search firm and recruiter outside services.

- Compliance and Outreach – Ensures Talent Acquisition processes are compliant with OFCCP, Affirmative Action Plans and all employment and labor laws. Builds relationships with outside agencies to increase disability outreach. Works closely with HR Center of Expertise leaders on outreach efforts.
- Business Partner – Works with divisional leaders to identify strategic Talent Acquisition goals and objectives for their division that will help the division achieve their short and long term talent acquisition goals and objectives. Stays apprised of the organization’s staffing challenges and major projects with an eye to gaining early understanding of HR and workforce staffing implications.

KNOWLEDGE, SKILLS & ABILITIES:

- Leadership – Able to think strategically, align strategies with initiatives and objectives, and integrate diverse perspectives into solutions. Able to partner and influence the organization at multiple levels and act as a resource for employees. Strong leadership skills including the ability to think strategically, align strategies with initiatives and objectives, and integrate diverse perspectives into solutions. Knowledge of leadership and management principles.
- Interpersonal savvy - Able to relate well to all kinds of people, build rapport and defuse even high tension situations comfortably. Must be politically savvy, understanding how people and organizations work, anticipate obstacles and plan accordingly. Able to build strong relationships. Able to maintain a neutral approach to situations and people. Able to develop personal and professional credibility through courage, integrity and initiative and uses this to challenge business leaders.
- Strong organizational and planning skills - Able to plan and organize projects and initiatives to ensure success. Able to organize people and activities. Able to manage multiple projects simultaneously in a fast paced changing environment. Able to plan on a mid and long term horizon.
- Business Acumen - Knowledge of how to effectively orchestrate and implement detailed business plans to achieve organizational objectives. Understanding of strategic planning and business partnerships. Advanced and in-depth knowledge of organizational and leadership framework.
- Able to deal with ambiguity and shift gears comfortably. Strong ability to be flexible and adaptable. Ability to manage and lead through change. Able to design solutions, communicate and guide others towards the initiative.
- Human Resources - Basic understanding of key HR systems, processes and transactions, and labor and employment related laws. Moderate level of HR generalist knowledge and preferably deep level knowledge in at least 1-2 HR subject matters such as: compensation and benefits, succession planning, talent acquisition and development, diversity and inclusion, change management, employee engagement, employee safety and employee relations.

- In-depth knowledge in all facets of Talent Acquisition including candidate sourcing, services and products, building applicant pools and resources, interview techniques, reference checks, and general selection processes. Knowledge of executive search processes and methodologies.
- Communication - Strong communication skills including the ability to write clearly, concisely and persuasively. Ability to communicate professionally, with composure, deal effectively and diplomatically with internal and external stakeholders.

QUALIFICATIONS:

Combination of education and experience demonstrative knowledge, skills and abilities equivalent to:

- Bachelor's Degree in Business, Human Resources, or related field;
- Seven (7) years of progressively responsible Human Resources experience;
- Five (5) years of Talent Acquisition experience;
- Three (3) years of staff leadership experience.

PREFERRED QUALIFICATIONS:

- Graduate degree in Business, Human Resources, or related field.
- SHRM-SCP, SPHR or other HR related certification.

The Port of Seattle is an Equal Opportunity Employer, Affirmative Action Employer and is committed to diversity in the workplace. Minorities, women, veterans and individuals with disabilities are encouraged to apply.