Manager, Organization Development
Children's Hospital & Medical Center

Address: 8200 Dodge Street, Omaha, NE 68114
Date Posted: July 9, 2014
Requisition: 965303-13510
Job Type: Full-time Employee
Shift: Daytime
Hours: 40 hours per week; Days
Positions Available: 1
Occupational Category: 11-3042.00 Training and Development Managers

View this job at: http://careerlink.com/job/view/9921/015019

Position Description
GENERAL SUMMARY: Serves as the Organization Development practice leader/advocate for all Children’s entities in order to accomplish organizational goals and objectives. Provides leadership in organizational change; culture enhancement; leadership and staff development, and other designated areas.

Essential Functions/Competencies

- Defines operational standards, organizes department-level activities to achieve optimum service delivery/systems/care/processes, setting high performance objectives for the department. Holds self and others accountable to meet stated objectives, outcomes, goals, timetables and commitments, adhering to standards even in the face of unforeseen circumstances.

- Creates and implements plan for developing the skills, knowledge and behaviors of the organization’s leaders and employees in conjunction with the organization’s strategic goals and identified needs.

- Conducts an annual system-wide assessment of learning needs. Develops strategy to meet needs. Directs and coordinates the overall structure/design of educational offerings to ensure utilization of teaching/learning principles and completeness of course objectives as related to the learners’ needs. Creates tools and processes for cascade learning. Plans for and oversees effective delivery of educational activities and processes throughout all areas of the system. Oversees administration of Learning Management System including information analytics, reporting, and accuracy and integrity of data. Responsible for the selection, negotiations, and coordination of external training resources, consultants, and vendors. 30%

- Provides consultative support and developmental services for strategic and operational goals related to organization change, culture enhancement, leadership and staff development, and other designated areas.

- Assists leaders and administration in planning and managing change efforts. Serves in leadership and consultative roles on councils, committees, teams and work groups as assigned. Provides
coaching and advice to Children’s Hospital leaders regarding individual and departmental development issues and change management. Collaborates with education and supervisory colleagues throughout the hospital, healthcare system, and professional state/national affiliations. Identify best practices in organizational development and adult learning, leadership development, and cultural enhancement, and other related strategic initiatives through networking with appropriate professional organizations, conferences, and research. Oversees the leadership development pipeline programs, mentoring opportunities, and individual development planning process for emerging leaders in support of succession planning. 25%

- Manages and provides direction to the Department staff.

- Manages staff work assignments to ensure that the most qualified individuals are involved in course design and course content delivery. Oversees the development of appropriate learning materials to support the development efforts and plans.

Personnel Management

- Selects/hires employees and oversees training on job related tasks. Conducts employee performance management including completion and delivery of performance evaluations, setting goals, dissemination of information, coaching, addressing performance issues/routine correction actions, and recommending termination of employment. Makes salary recommendations. Submits notifications for personnel actions (e.g., status changes, terminations). Determines human resource needs.

Operational/Financial Management

- Participates in the development and implementation of strategic objectives for the division.
- Develops and implements business plans for the department(s) that support the goals and strategies of the organization.
- Defines and approves processes and procedures within the department(s). Develops and recommends policies related to the operational or functional area.
- Develops the annual budget for the operational or functional area including human resource needs. Prepares budget variance reports and develops corrective strategies to meet the area’s operational or financial plan.
- Applies business and management expertise to set direction, measure results, resolve problems, and achieve operational and financial objectives.
- Ensures compliance with quality assurance, safety practices, policies, regulatory, and legal requirements.
- Other duties as assigned.

Regular attendance at work is an essential function of the job.

Perform physical requirements as described in the Physical Requirements section
KNOWLEDGE, SKILLS AND ABILITIES:

- Strong customer service skills.
- Knowledge of adult learning principles, CBT and blended learning approaches.
- Knowledge of learning needs assessment approaches and outcomes measurements.
- Knowledge of hospital policies and procedures and the ability to develop, implement and evaluate education programs to meet educational needs at all levels of organization.
- Ability to develop budgets and write variance reports.
- Ability to manage a team and work collaboratively with customers, vendors, and other key stakeholders.

EDUCATION AND EXPERIENCE:

- Master’s degree in Education, OD, Industrial Psychology, or other related field, or equivalent experience required.
- Five to seven years’ experience, including three to five years leadership/management experience, in an Organizational Development or Training environment required.
- Excellent communication skills including written, verbal, facilitator, and interpersonal.
- Excellent presentation skills.
- Proficient with PC software applications, e.g., MS Word, Excel, PowerPoint
- Critical thinking, ability to work independently and make sound decisions, and problem solving skills.
- Experience with adult learning theory, group process, and consultation required with experience in blended learning methodologies and technologies.
- Healthcare experience preferred.

REQUIRED TRAINING & EMPLOYEE HEALTH REQUIREMENTS

- Annual Physical Annual Mandatory Review Color Blind Test Hepatitis B TB Mask Fit

Equal Opportunity Employer