

Corps Chief Office's Talent Management Officer Position Description (Nov 2024)

Primary Roles:

- Serve as the BUMED point of contact for Navy Medicine's strategic initiatives, communication platforms, and recruitment efforts and strategies. Efforts directly support outreach, retention, and the Surgeon General's Line of Effort (LOE) 4. Reports directly to the LOE4 Lead/Point of Contact (POC).
- Serve as a Special Project Action Officer to the LOE4 Lead and Deputy Corps Chief (of the officer's respective corps), responsible for staffing special projects, taskers, and other duties as required.

Duties:

- Liaison between the LOE 4 work stream leads, Deputy Corps Chiefs, BUMED, CNRC, NTAGs, TSC Great Lakes, and U.S. Naval Academy to:
 - Develop strategic talent management processes to build a high-performing workforce, creating a culture of excellence.
 - Effectively source and attract talent
 - Influence selection process for eligible candidates
 - Develop strategies to retain top talent/performers
 - Develop an effective offboarding process to learn why individuals decide to leave the organization
 - Collect and analysis data to provide comparative metrics between civilian and military/Navy workforce
 - Serve as the primary BUMED point of contact (POC) to facilitate resolution of trainee/new officer accession pay issues
- Liaise with BUMED PAO to develop effective messaging strategy on a broad variety of social media platforms
- Contribute to talent acquisition efforts by refining the recruitment funnel (awareness, attraction, interest, applying, evaluating, interviewing, commissioning, and onboarding)
- Represent a positive professional experience to increase retention of unique and differentiated healthcare professionals
- Support recruiting efforts at national conferences, colleges and universities, healthcare career job fairs:
 - Develop and maintain contact with representatives of civilian organizations, colleges, and local reserve and active-duty units of the Armed Forces
 - Work with the Specialty Leaders (SL) in establishing recruiting support at professional meetings and national conferences. Duties include, {but not all inclusive}: assistance with travel, requesting Speakers Bureau Funding, and coordination of SL volunteer schedule with supporting recruiting district
 - Staff recruiting booths at national and local conferences, when required

Necessary Skills:

- Ability to work in a fast-paced, team-oriented environment
- Ability to demonstrate leadership agility, judgment, and influence
- Ability to create Executive-level briefings and presentations for small and large groups; including peers and internal/external Executive leaders
- Ability to demonstrate analytical thinking with complex problem sets
- Ability to establish a rapport with people in a public speaking or outreach effort

Talent Management Officers will gain experience in:

- Engaging and consulting with senior leaders to provide people-focused solutions
- Experience with policy analysis, training, recruiting, talent management initiatives in support of a large-scale human capital program
- Civilian marketing and branding models and modalities