

Helping customers with their financial needs and leading the way in innovation and responsiveness is the core of CoreFirst Bank & Trust's ("CoreFirst") mission. This philosophy, the CoreFirst Way, has guided the bank well for nearly sixty (60) years and sets us apart from competitors.

Position Description:	Officer, Talent Manager		
Reports To:	SVP – Director of Human Resources	Department:	Human Resources
Supervises:	N/A	Classification:	Full-Time, Exempt

🕒 Hours:	Typically forty (40) hours per week between 8:00am – 5:00pm Monday – Friday		
🏠 Location:	Headquarters	3035 SW Topeka Blvd. Topeka, KS 66611	
📌 Role:	The Talent Manager is responsible for aligning HR business and talent objectives with leadership and team members. The Talent Manager will serve as a HR team member who is a consultant to leadership on human resource related issues, acts as a champion and change agent, assesses and anticipates business talent needs, and seeks to develop integrated solutions by proactively communicating needs with our HR Department and business leaders. Formulates partnerships across the organization to deliver value-added services to leaders and team members. The Talent Manager will be responsible for and participate in recruiting, training and development, communication strategies, team member relations, retention, and coaching.		
🔗 Apply:	www.corefirstbank.com/careers		
Essentials Functions & Responsibilities:	<ul style="list-style-type: none"> • Strong knowledge and application of HR functions with experience in talent practices, culture, team effectiveness, conflict resolution, and coaching. • Partners with SVP, HRD to understand and execute the organization's HR and talent strategies as it relates to current and future trends and needs. • Identify gaps and needs through using gap analysis and needs assessment tools. • Change agent and project management skills - ability to move ideas through to deliverables. • Provide advice, coaching, counsel and problem solving to leaders related to performance management, team dynamics and retention and development plans. • Partner with SVP, HRD to develop and manage training and professional development programs that align with CoreFirst Bank & Trust business strategy, values and competencies. • Partner with SVP, HRD to design and develop new and update current training programs and materials that support a culture of continuous learning and growth and development. • Manage and lead the delivery of training, including blended learning methods, and conduct quantifiable assessments of the training processes and outcomes. • Develops recruiting strategies around external recruiting events. • Manage and drive talent recruitment systems to oversee full-cycle recruitment processes, including managing the applicant tracking and the candidate experience. • Manage recruitment, new hire orientation, and driving the training and coaching of the onboarding process to Hiring Managers. • Assist and/or back up other HR team accountabilities such as, performance management process, payroll, compensation and benefits, HRIS systems, etc. • Manage and resolve team relations issues; conduct effective, thorough and objective investigations and provide insight and resolution to SVP, HRD. <p><i>Please note this description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the team member for this job. Duties, responsibilities, and activities may change at any time with or without notice.</i></p>		
Experience:	<ul style="list-style-type: none"> • Five to seven years' experience in fundamental HR in areas, including team member/employee relations, change management, training and development, and performance management. 		
Education:	<ul style="list-style-type: none"> • Bachelor's Degree in Human Resources, Business or related field preferred 		

Skills & Abilities:	<ul style="list-style-type: none"> • Strong organizational, time management and change management skills • Strong communication and presentation skills • Experience and applicable knowledge of employment law and practices • High degree of proficiency in Microsoft Office – Word, Excel, Outlook • Effective oral and written communication • Excellent relationship and interpersonal skills • Excellent attention to detail
Competencies:	<p>Adherence to CoreFirst Values; Respect, Communication, Integrity, Initiative, and Accountability. A secondary focus on internal and external Customers, Compliance, Ethics, Perseverance, and Time Management is also essential.</p>
Other Skills:	<p>Microsoft Office Microsoft Excel Outlook</p>

Physical: Requirements:	<p>The physical demands described here are representative of those that must be met by a team member to successfully perform the essential functions of this job.</p> <p>While performing the duties of this job, the team member is regularly required to talk or hear. The team member is frequently required to sit, stand, and walk. Some light physical effort required including ability to lift up to fifty (50) pounds.</p>
Travel:	<p>Travel is primarily local during the business day, although some local, evening and weekend travel may be expected.</p>
Work Environment:	<p>This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, copy machines, filing cabinets, and fax machines.</p>
Other:	<ul style="list-style-type: none"> • Applicants must have a clean driving record and pass a drug screen and background check • Internal applicants must meet the minimum requirements of their current job and submit a cover letter and resume via the team member portal
CoreFirst Employment Practices:	<p>CoreFirst provides equal employment opportunities (EEO) to all team members and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, CoreFirst Bank & Trust complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.</p>

I, _____, acknowledge by my signature below that I have received a copy of my position description.
Print Name

I have read and understand my job duties and responsibilities as a Human Resources Business Partner.

I further understand that I am responsible for the satisfactory execution of all the duties described therein, under any and all conditions as described.

I can perform the essential function of this position with or without reasonable accommodations? _____ Yes _____ No

I certify that the information provided above is true and complete, and I understand that if the information provided above is false, it may result in denial of employment or dismissal.

Team Member Signature

Date

HR Representative Signature

Date



January 2023