



VACANCY ANNOUNCEMENT

Sr Director Leadership & Professional Development

Posting #: 9479	Issue Date: 12/30/2024	Closing Date: 2/28/2025
Location: Newark, NJ		
Salary: To be discussed with recruiter		

Position Summary

Roles and Responsibilities:

Succession Planning:

- Develop and execute a comprehensive succession planning strategy to identify, develop, and retain high-potential employees and future leaders.
- Collaborate with senior leadership to identify critical roles and key positions that require succession planning.
- Create and maintain a talent pipeline for leadership and other critical roles, ensuring readiness for future opportunities.
- Utilize talent assessments, performance data, and leadership potential evaluations to inform succession planning decisions.

Performance Management:

- Lead the performance management process, including goal setting, performance reviews, and feedback mechanisms.
- Ensure that performance management practices are aligned with the organization's strategic goals and talent development needs.
- Provide training and support to managers on conducting effective performance evaluations and developing employees.
- Analyze performance data to identify trends, areas for improvement, and opportunities for targeted development.

Leadership Development:

- Design, implement, and manage leadership development programs that prepare high-potential employees for future leadership roles.
- Develop personalized development plans for identified succession candidates, focusing on enhancing leadership competencies and closing skill gaps.

- Partner with external vendors or internal resources to deliver training, coaching, and mentoring programs for emerging leaders.
- Monitor the effectiveness of leadership development initiatives and make continuous improvements based on feedback and outcomes.

Integration and Alignment:

- Align succession planning, performance management, and leadership development strategies to create a cohesive talent development framework.
- Collaborate with HR, Learning & Development, and department heads to ensure that talent management practices are integrated and support the organization's overall goals.
- Communicate the succession planning and talent development strategy across the organization to ensure understanding and engagement.

Talent Risk Management:

- Identify and address talent risks, including gaps in leadership readiness, through proactive planning and targeted development.
- Develop contingency plans for key roles to ensure continuity and minimize disruption in case of unexpected vacancies.

Data Analysis and Reporting:

- Track and analyze key metrics related to succession planning, performance management, and leadership development.
- Prepare regular reports and presentations for senior leadership, providing insights into the effectiveness of talent development initiatives and the strength of the talent pipeline.

Continuous Improvement:

- Stay updated on best practices, trends, and innovations in succession planning, performance management, and leadership development.
- Continuously refine and enhance talent management processes to better meet the evolving needs of the organization.

This Position Supervises:

- Senior Manager Employee Performance
- Senior Employee Development & Training Specialist
- Manager, Internship Program

Education, Experience, and Qualifications:

- Bachelor's degree in human resources, Organizational Development, Business Administration, or a related field (Master's degree preferred).

- Ten (10) years of experience in talent management, succession planning, performance management, or leadership development, with at least three (3) years in a leadership role.
- Experience developing and implementing talent development strategies aligning with business objectives.

Knowledge and Skills:

- Ability to motivate, drive, influence, and collaborate with others cross-functionally and at all levels of the organization.
- Excellent written and verbal communication skills
- Ability to perform in a multi-functional, multi-cultural, inclusive environment.
- Extensive knowledge of industry-specific professional development programming
- Knowledge of HR compliance regulations and laws
- Extensive knowledge of Succession Planning, Performance Management, and leadership development programming
- Excellent stakeholder management and customer service skills, including an understanding of key requirements for success.
- Ability to manage and prioritize multiple talent management and development projects.
- Demonstrated problem-solving and decision-making skills
- Strong expertise in performance management systems, leadership development programs, and succession planning frameworks.
- Proven ability to influence and engage senior leaders and stakeholders across the organization.
- Excellent communication, collaboration, and project management skills.
- Strong analytical and problem-solving abilities, with experience in leveraging data to drive talent decisions.

Certificates, Licenses. Registrations:

- Certification in HR or talent management (e.g., SHRM-CP, SHRM-SCP, HRCI, or similar) is a plus.

Working Environment:

- Office

At NJ Transit you will enjoy a competitive salary and excellent benefit package:

- Comprehensive Family Health Insurance – Medical, Prescription, Dental, Vision
- Flexible Spending Account
- Life Insurance
- Paid Leave
- Tuition Assistance
- Pre-Tax Commuter Benefits Plan
- Retirement Plans
 - 401(a) - Retirement plan with a 6% employer contribution
 - 401(k) - Retirement saving plan with up to an 3% company match
 - 457(b) - Deferred Savings Plan

General Description

At NJ TRANSIT, diversity and inclusivity are vital to our success as are committed to hiring individuals from diverse backgrounds, experiences, abilities, and veteran status. As an Equal Opportunity Employer, we encourage all qualified applicants to apply and join our team.

NJ TRANSIT adheres to the NJ First Act. To learn more, click [here](#).

Apply Today!

Only applications submitted through the NJ TRANSIT Career Portal will be reviewed:

[Sr Director Leadership & Professional Development](#)

Contact Information

1. Log in to your [NJ TRANSIT Career Portal](#) to check your application status
2. Check your inbox (and spam/junk folder!) for important information or next steps
3. Email NJTSR@njtransit.com with general questions

Disclaimer: Please note that NJ TRANSIT has not adopted the provisions of Title 11A of the New Jersey Statutes (Civil Service). Thus, the Civil Service Commission will not play a role in or oversee the hiring process for this position.