

## POSITION DESCRIPTION

- COMPANY:** TD Ameritrade
- POSITION:** Senior Consultant, Organization Design and Competency Development
- REPORTS TO:** Managing Director, Talent Management and Managing Director, Total Rewards
- LOCATION:** Jersey City, NJ

### THE COMPANY

TD AMERITRADE is a leading organization that has provided brokerage and investment services for over 30 years. Listed in Forbes as one of America's best big companies, the Company offers a full spectrum of investment services, including a leading active trader program, intuitive long-term investment solutions and a national branch system. Through their brokerage subsidiaries, they provide innovative, powerful online trading tools and services to individual investors. Their associates are at the heart of what they do. They believe in teamwork, putting clients first, building strong relationships, achieving quality results and working with integrity.

### THE POSITION

Responsible for providing organization design, job evaluation, and competency model development services to client groups across TD Ameritrade. As a key member of the Talent Management team, the Senior Consultant Organization Design and Competency Development will lead an enterprise-wide review of current organization design and establish standards for organization design, including scope analysis, span of control and job level evaluation. Leads job evaluation review projects and develop competency models and career paths for mission critical functions. Also contributes to the on-going effectiveness and efficiency of the Talent Management team through the continuous improvement of organization design, job evaluation, and competency modeling standards, processes, training and tools.

### RESPONSIBILITIES

*Establish and implement organization design standards.*

- Conduct organizational assessment to identify optimal structures through functional and role analysis, including analysis of overall organization effectiveness, and potential overlap in accountabilities and work efforts.
- Recommend organization design principles and guidelines to maximize effectiveness, consistency and alignment across the organization.
- Assess the impact of the recommended organization structure alternatives taking into account any implications and/or constraints identified by the client groups.
- Develop change management plan to ensure effective adoption of organization design changes, particularly those that may be initially disruptive.
- Analyze organization effectiveness metrics at various levels throughout the organization.

- On an ongoing basis, evaluate and make recommendations to HR Relationship Managers and business/functional leaders on structure alternatives that will increase their organizational effectiveness.

*Lead job evaluation initiatives.*

- Conduct in-depth analysis of organizational structures and roles to ensure full understanding of job context, job content and to accurately assess work and job levels.
- Perform job analysis and job evaluation using established benchmark jobs and job evaluation references across TD Ameritrade to validate job evaluation decisions.
- Support job evaluation decisions with clearly documented job descriptions, sound rationale and internal comparisons in order to facilitate the communication of job evaluation decisions between HR Relationship Managers, Managers and Associates and to meet regulatory requirements.
- Lead/support the development and maintenance of enterprise benchmark jobs ensuring job documentation, job evaluation rationale and corresponding tools are maintained with current information.
- Provide coaching, guidance and subject matter expertise to Compensation Consultants and Analysts performing job analysis and conducting job evaluations.
- Support the compensation survey process by taking a lead role in job matching sessions for core surveys.
- Provide guidance and service in the development of accurate and concise Job Descriptions to ensure consistent job information collection.

*Develop and create competency models and career paths for critical functions.*

- Introduce systemic approach to competency development.
- Build foundation competencies and develop competencies across selected job families.
- Identify key competencies and performance indicators.
- Introduce, communicate and roll out competencies to key stakeholders.
- Link competency models to attraction, recruitment and development strategies.
- Contribute to the development and delivery of training materials and presentations on competency design and development.

**QUALIFICATIONS**

- At least 8 - 10 years of experience in the design, development and execution of organization design, job evaluation competency modeling and career development strategies and initiatives.
- In-depth knowledge and understanding of competitive organization design, job evaluation and competency development practices, principles, methodology, process and tools.
- Experience with change management required to implementing new or refreshed organization design principles.
- Experience in dealing with and influencing senior management by being a partner at the strategy table (strong influencing and partnering skills).
- Strong diagnosis and analytical skills in order to effectively assess organizational structures, differentiate work complexity and ensure consistent application of job evaluation methodology.

- Extensive project management experience with demonstrated ability to plan and monitor the delivery of projects, assign appropriate resources, ensure quality, professional work and maintain high standards.
- Strong customer orientation and ability to work collaboratively with team members, across functions and business/functional groups.
- Skill in defining organization design metrics and providing appropriate linkage to other business metrics. Demonstrated focus on applying and effectively using organization design metrics.
- Well-developed interactive and presentation skills sufficient to provide detailed explanation and interpretation of factual and conceptual information.
- Effective writing skills required to prepare material involving detailed description, explanation and the accurate use of specialized terminology.
- Experience with sales and service organization and large workforce environments.
- Experience in organizational design and development consulting environment desirable.
- Experience working within a financial services organization is a plus.
- Brings persuasiveness, a sense of urgency, a drive to make an impact, and a high level of self-confidence.
- A Bachelor's degree required and a Master's degree in organization design and development a plus.

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