

Habib University
Job Description

Position Title	Senior Manager, Human Resources
Department	Office of Human Resources
Reporting Relationship	Director Operations/ CFO

Scope of the Position
<p>Senior Manager Human Resources will be responsible for providing strategic leadership and direction in all aspects of human resources management pertaining to non-faculty staff in all departments of the University. Scope of responsibility will include area(s) such as employment practices, employee recruitment and placement, workforce planning, compensation management, performance management and appraisals, training and development, work culture and employee relations, employee grievances and dispute resolution, payroll, budgeting, HRIS, regulatory and institutional compliance, and policy development. S/he will lead management of the various component activities of the University's Human Resources Department, and ensure that all programs and initiatives are incorporated and effective in supporting the overall mission and objectives of the University. S/he will directly participate in institutional planning and decision making and oversee delivery of services, policy implementation and personnel administration through subordinate staff. Senior Manager HR will serve as an authority in human resources field(s) and establish and implement short term and long-term organizational goals, objectives, strategic plans, policies, and operating procedures as well as monitor and evaluate programmatic and operational effectiveness, and effect changes required for enhanced operations, programs and services. S/he will also partner with members of the university to work upon and build support for changes in human resources function(s) and initiatives.</p>

Summary of Key Functions
<p>He/she will be responsible for the following;</p> <ul style="list-style-type: none"> • Lead, plan and execute university's development programs, staff orientation and training programs, compensation and benefits plans, policies and guidelines, database management, documentation policies and other programs for the assigned HR areas in support of institutional and department goals and strategic initiatives. • Evaluate effectiveness of policies and programs by soliciting internal and external feedback, compiling and analyzing data and making informed decisions based on those statistics to seek continuous improvement and/or revision if necessary of the policies and programs being implemented. Ensure policies and procedures reflect current best practices and are consistently applied across the university. Direct the dissemination, interpretation and application of policies university-wide. Recommend and/or approve exceptions. • Develop and manage the Human Resources department budget and supplement it with projections for short and long-term planning. Recommend and/or makes budgetary and resource allocations. Approve/disapprove departmental expenditures and provide financial analysis and reports as needed. • Supervise the Human Resources team through effective division of tasks. Establish and define departmental goals and KPIs for meeting targets. Manage and evaluate staff, provide guidance, professional development and work direction as required. • Lead university staff recruitment and talent assessment. Effectively structure benefits/ compensation programs to attract and retain top talent. Inform and counsel senior management of current human resources trends and developments. • Collaborate with department heads for projecting staff needs, develop staffing plans, supervise job documentation, such as job descriptions and provide consultation in the areas of reward, recognition, performance management, retention, dispute resolution and policy. May also be required to assist with preparation and monitoring of department's staff budget. Advise department heads on job

reclassifications, promotions/demotions and salary determination. Also provide guidance to senior management on organizational restructuring if needed.

- Establish and maintain appropriate network of professional contacts, including but not limited to recruitment agencies, head hunting firms, HR consultancies and placement offices. Attend meetings, seminars and conferences and represent university and/or centralized human resources program(s) as assigned or as appropriate. Make formal presentations as needed. Interact and negotiate with external vendors and coordinate the delivery of human resources services, existing or new. Assess capabilities and performance and makes recommendations to management regarding continued use of services.
- Work on developing office culture that enables employees to perform in accordance with university's objectives while allowing them to reach their potential. Plan, design, develop and evaluate human resource-related initiatives and policies and procedures that support organizational strategic goals and promote work force diversity, management, employee input, evaluation and staff wellness in HR service delivery.
- Assess staff training needs and plan and implement a comprehensive program for training and development of staff; develop in-house workshops, seminars, trainings and ensure the regular and timely evaluation of staff
- Ensure compliance of university policies and procedures and with all federal, state and local laws related to employment law and human resources best practices. Advising department heads of legal requirements and industry regulations and legal implications of HR issues related to discipline, employee grievances and safety of employees at workplace. Assess impact of legislation on existing programs and make changes as appropriate.
- Being active part of internal and external committees, if needed, and representing the department within the organization on Human Resources matters.
- Provide accurate as well as efficient HR consultation / assistance for HRIS and payroll transactions. Supervise development and management of human resources information systems and procedures to support operations. Ensure that internal systems complement university wide systems and coordinate with relevant university offices to ensure compatibility of related systems.
- Oversee development of strategies and material for communicating centralized human resources services such as human resources trainings and information sessions, orientations, video/media presentations, website, publications or other communication materials.
- Performs other related duties as required.

Required Qualification, Experience and Skills	
Qualifications and Skills Required	Master's degree in human resources, business administration or a related field. Seven years of human resources experience encompassing multiple specialties, four-five years of which are in a managerial or supervisory capacity.
Minimum Field of Expertise	Progressively increasing leadership, planning and management experience in human resources field. Demonstrated strong organization, planning, analytical, innovative, critical thinking, strategic, collaboration, interpersonal and relationship building skills are essential. Established experience designing and executing human resources program(s). Ability to work closely with school/department human resources partners and senior administrators in maintaining and implementing effective human resources programs that interface with university-wide programs. Thorough knowledge of management principles, budgeting, finance and applicable laws/regulations.
Preferred Field of Expertise	Knowledge of higher education operations and environment in addition to human resources experience. One or more of the following certifications: PHR, SPHR, SHRM-CP, SHRMSCP