



Job Description

Position Title	Director Human Resources
Job Grade	M7
Department	Office of Human Resources
Reporting To	Director Operations
Date	August 2016
Type of Position	Regular

POSITION DESCRIPTION

The Director Human Resources will be responsible for the leadership and the management of all Human Resources activities of the University including policy development, recruitment & selection, performance management system, organizational development, employees' relations and compensation & benefit administration.

DUTIES AND RESPONSIBILITIES

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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.
8. 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.

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9. Manage health and life insurance of staff members. 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.
10. 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.
11. Being active part of internal and external committees, if needed, and representing the department within the organization on Human Resources matters.
12. Provide accurate as well as efficient HR consultation / assistance for HRIS and payroll transactions.
13. 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.
14. 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.
15. Performs other related duties as required.

REQUIRED JOB SPECIFICATIONS

Required Qualification	Master's degree in human resources, business administration or a related field.
Required Experience	Ten years of human resources experience encompassing multiple specialties, five-six years of which are in a managerial or supervisory capacity.

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

<i>S#</i>	<i>Competency</i>	<i>Criticality (High / Low / Medium)</i>
1.	Strategic Thinking	High
2.	Leadership Skills	High
3.	Decision Making Skills	High
4.	Financial Management	Medium
5.	Communications Skills	High
6.	Attention to Details	High

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