

# Position Specification

## Investment Banking and Asset Management Company Director of Total Rewards & HR Operations

### *The Company*

Since 1981, our client has been providing innovative capital solutions to clients that want to propel their business to the next level. The company has a team of close to 1,000 employees spanning nearly 20 offices across the US and Brazil. The company and its family of companies offer investment capital and asset management services to clients in the corporate, real estate, municipal and energy sectors, while holding \$6 billion of assets and managing an additional \$29 billion in assets.

### *The Position*

#### *Location*

Southwest United States

#### *Overview*

The Director of Total Rewards and HR Operations will lead the rewards strategy, design and execution for the company in the areas of compensation, benefits, payroll and compliance. In addition, the role is responsible for the suite of HR systems which includes data collection, analytics and dashboard reporting to assist business leaders and department heads in making informed decisions. Major responsibilities include developing and leading objectives that enable high-quality performance in productivity, quality standards, achievement of strategic goals, and the ongoing cultivation of a best-in-class workplace. This is a “roll-up-your-sleeves” working leader role, consistent with the leadership culture across the organization. The successful candidate will be expected to make meaningful contributions to the deliverables expected from the human resources management team.

#### *Reporting Relationship*

Working closely with the Chief Human Resources Officer, the Director of Total Rewards and HR Operations will contribute to the strategy, creation and implementation of services, processes, policies, and programs, and in advising company leaders on critical human resources issues. The Director of Total Rewards and HR Operations will lead a cross-functional team of 7 professionals in **HRIS, HR Analytics, Payroll, Compensation and Benefits**. This position has frequent contact with all levels of employees and management and also has frequent contact with vendors, consultants, and other outside callers.

### ***Responsibilities***

Partner closely with the CHRO, Human Resources leaders and business unit leaders to

- Establish strategic direction, set goals, design and manage programs related to the company-wide rewards function, specifically compensation, benefits, payroll, and HRIS (Workday)
- Provide strategic input to executives and business leaders to ensure rewards programs are competitive externally and are aligned with the organization's business objectives and core values
- Optimize HRIS systems to meet workforce requirements creating opportunities for automation, reduction of manual processes, and simple processes
- Provide oversight for technological solutions in support of Human Resources strategy, aim to improve the employee experience, systems transformation and deliver projects requiring integration across HR and enterprise systems
- Lead the development, design, and implementation of a company-wide compensation philosophy and all incentive programs
- Effectively lead/coach/mentor/train the Total Rewards and HR Operations team, providing direction and insight as needed. Foster positive culture within the Total Rewards and HR Operations team including cross collaboration across the HR community
- Drive operational performance and service excellence within the HR Shared Service team and monitor performance of the team against performance/quality standards as defined
- Develop processes and oversee the communications, roll-out, and project management of the annual compensation planning process for all employees
- Vendor negotiation and contract management for compensation and benefits vendors
- Serve as the lead for all "back end" HR processes for M&A due diligence and integration
- Accountable for providing planning and leadership for the design, development, implementation and support of HR Systems
- Ensures successful implementation of Workday system enhancements and solution functionality on time, on scope and within budget. Oversee HR technical projects (i.e. execute against plans, assess risks and identify risk mitigation as needed)
- Work with the business to identify and suggest metrics needed for business objectives; use system capabilities to efficiently deploy those metrics
- Develop and maintain best practices documentation for total rewards, payroll, and HRIS processes and procedures
- Serve as the human resources project manager on assigned projects; responsible for coordination, planning, scheduling, and execution of HR projects and resources
- Participate in key HR projects, partnering with the HR leadership team

### ***Travel***

Domestic travel will be required to support subsidiary companies. Travel up to 10%.

## ***The Candidate***

### ***Education***

Undergraduate degree in human resources or business is required. Advanced degree and/or other professional human resources designation(s) [i.e. - PHR, SPHR, GPHR] are preferred.



## ***Professional Qualifications***

- A minimum of ten to fifteen (10-15) years of experience as a human resource professional in areas of responsibility including HRIS, HR Analytics, Payroll Administration, Compensation and Benefits. With 5+ years of management experience managing cross functional teams
- Demonstrated experience managing projects in a human resources environment, including process development and improvement and change management
- Solid analytical skills. Knowledge of research methods applicable to human resources management and reporting
- Must be a creative leader with the ability to take conceptual ideas and turn them into human capital information in the form of scorecards, analytics dashboards and data analysis projects
- Solid business acumen with focus/involvement in innovative and continuous process improvement activities. Ability to define issues, collect and analyze pertinent data, identify alternative solutions, project consequences of proposed actions, draw valid conclusions, propose sound recommendations, and implement approved solutions in support of specified goals
- Excellent organizational, communication, presentation, and interpersonal skills with success as an approachable and influential advisor at all levels of an organization
- Ability to plan, organize, and prioritize assignments, and to meet critical and established deadlines. Ability to manage multiple assignments simultaneously
- Ability to communicate with technical and non-technical staff, and to explain complex matters in clear and simple terms
- Professional business image and superb command of the English language, both verbally and in writing (spelling, grammar, and punctuation)
- Ability to learn quickly and demonstrated ability to work independently as part of a high-performance team. Flexibility and ability to work under pressure with tight deadlines and constant interruptions. Ability to adjust priorities in a rapidly changing environment. Attention to detail is critical
- Proficiency in all MS Office and Windows applications at an intermediate or advanced level, in addition to a familiarity with human resources information systems
- Ability to use query tools to access data and create reports. Experience with Workday, or other large-scale HRIS systems such as Oracle, SAP, Ultipro, etc. is required

## ***Personal Characteristics***

- Strong problem solving and consulting skills: the ability to partner effectively with senior leaders to understand needs and deliver programs that meet and/or exceed expectations; an individual who is customer-focused, proactive and responsive
- Strong interpersonal skills: a good listener with a natural, effective consultative style. Someone who is sought out for their opinions and counsel and who can forge and maintain close relationships, both internally and externally
- A highly motivated team player that contributes to an atmosphere in which people work together, enthusiastically and effectively, in producing outstanding results. Someone who seeks to understand others and is politically and culturally aware; able to influence others, provide conflict management, drive collaboration, cooperation and team building



- Displays sensitivity, tact and responsiveness in various situations and maintain a high level of confidentiality
- Ability to build a strong internal and external network of resources, and to successfully partner with people of various levels and backgrounds. This requires tact, diplomacy, and ability to keep confidence
- Strategic mindset with the ability to be a hands-on team player
- Solid leadership and change management skills

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**To learn more about this opportunity or provide a confidential referral, please contact:**

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