

Position Specification

Investment Banking and Asset Management Company

Director of Human Resources

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

Southwestern United States

Overview

The Director of Human Resources, will assist with planning, analysis, administration, reporting and execution of specialized functions performed within the Human Resources Department related to training and development, performance management, recruitment and selection and employee relations. 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 talent management team.

Reporting Relationship

Working closely with the Chief Human Resources Officer, the Director of Human Resources 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 Human Resources will lead and manage a highly matrixed team of Human Resource Business Partners who support the subsidiary companies as well as Human Resources Specialists within the Center of Excellence supporting **Talent Acquisition, Talent Management, Learning and Development and Employee Relations**.

This position has frequent contact with all levels of employees and management. This position 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 **build a comprehensive human resources strategy and operational plan** to ensure the organization is identifying, developing, and rewarding employees at all levels of a performance-driven organization. Develop and implement innovative, creative, high-impact performance management strategies and programs that inspire outstanding organizational, team, individual and business performance. Lead the performance review strategy, system, and process to collaborate with business unit leaders in defining strategic talent needs for the business, and in identifying high-potential talent.

Bring creativity and innovative in **leading learning and development** within the company. Apply best-in-class practices / programs to develop, implement, and monitor a learning program for the entire organization that is tailored to be uniquely the Company. Partner with the CHRO, vendor management, budget management, and strategic sourcing of learning content. Development of an Company University strategy and launch across the organization.

Develop career paths and succession planning models for various functional areas, and integrate into overall learning and development plans. Develop and provide leadership training for first-time managers, senior / executive managers, and high-potential employees (HiPos). Partner with the CHRO and executive management with succession planning across the organization.

Create a corporate-wide competency model that can be integrated into recruiting and selection, performance management, talent review, and leadership development processes, to align the overall business strategy to an intentional leadership culture.

Oversee recruiting, screening, selection, and onboarding programs for the entire organization. Supervise corporate recruiting and provide leadership and development of a successful recruiting strategy and program that features effective and efficient processes to attract and retain talented employees. This includes ensuring a continuous pipeline of talent for open and projected positions to the organization. Develop quantitative and qualitative measurement standards for the recruiting process.

Build solid cross-functional relationships by partnering with business units to ensure strategic value of talent management practices and procedures that will drive desired business results. Work with the Corporate Recruiter to design a talent review and leadership recruitment strategy, to include leadership assessments and development planning. Coordinate and supervise Human Resources reporting related to talent management. Update, maintain and distribute key human resources statistical reports and site organizational charts.

Assist with investigation and resolution of employee relations problems, anticipate problems whenever possible, and develop, recommend, and initiation appropriate steps for resolution.

Develop, prepare, generate, and analyze ongoing and ad-hoc special reports pertaining to talent management information and data, including but not limited to issues such as turnover, absenteeism, recruitment, applicant tracking, promotions, Affirmative Action / EEO, diversity, etc. Effectively utilize the data processing system to obtain, store, and analyze pertinent data and information. May assist in preparation of human resources financial forecasts and budgets.

Serve as the **human resources project manager on assigned projects**; responsible for coordination, planning, scheduling, and execution of HR projects and resources. Define and develop project plans, assemble resources, manage implementation activities, and develop related processes and documentation. Work with human resources team members and other cross-functional team members, based on project scope and objectives, to ensure all project deliverables, expectations, and timeliness are met. Manage project tasks, schedules, and deliverables, while monitoring dependencies and possible risks. Provide status reports to key stakeholders and coordinate internal communications with input from cross-functional team members and senior leaders.

Assist with research, development, and implementation of Human Resources policies and procedures. Prepare presentations for management and other employee groups to convey information about human resources programs and / or other matters. Assist with training employees on new policies and programs.

May be requested to assist, as needed, with talent analysis on potential company acquisitions. Other projects, duties, and responsibilities, as assigned.

Travel

Travel will be required to support subsidiary companies. Travel up to 20%.

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 as both a Human Resources generalist as well as a specialist in a fast-paced corporate environment.
- Strong background and demonstrated experience leading Human Resource generalists and specialists; designing, developing, leading and managing a Human Resources Business Partner model.
- Proven experience in organizational development, change management, talent management, training and development, recruitment, and employee relations.
- Strong background and experience leading employee relations; employment law, and strong partnership with outside counsel.
- 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.

- 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 solution 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 integrated products highly desired.
- **Credible activists**, earn a reputation for business value through consistent delivery and proactive stance on business and Human Resources issues; earning trust through results, influencing and relating to others, improving through self-awareness, and shaping the Human Resources profession.
- **Strategy positioner**, someone that will go beyond knowing the business with the ability to position the business to win; interpreting the global business environment, decoding customer expectations, and co-crafting a strategic agenda.
- **Capability builder**, create aligned and sustainable cultures that shape the right organizational identity; capitalizing organizational competence, aligning strategy, culture, practices, and behavior.
- Create a meaningful work environment.
- **Change champion**, the ability to both initiate and sustain change at the individual, and institutional levels.
- **Human Resources innovator and integrator**, design and deliver solution-focused Human Resources practices; optimizing human capital through workforce planning and analytics, developing talent, shaping organization and communication practices, driving performance and building a **LEADERSHIP** brand.
- **Technology proponent**, use information to improve decision-making; connecting people through technology, and leveraging social media tools.

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.

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

Pearson Partners International, Inc.
8080 N. Central Expressway, Suite 1200
Dallas, Texas 75206
214-292-4140 – Fax
response@pearsonpartnersintl.com

Please use this reference code in the subject line of your response:

Reference Code: 451-12_Director-HR_PPI

Learn more about Pearson Partners:

Visit our [website](#) and follow us on [LinkedIn](#), [Twitter](#) and [Facebook](#).