

Director of HR & Talent Development

Chelsea, MA

FLSA Classification: Exempt

DIRECTOR OF HR & TALENT DEVELOPMENT – POSITION OVERVIEW

We are looking for an experienced Director of HR & Talent Management to ensure that all human resources (HR) operations are carried on smoothly and effectively. You will be responsible for developing HR strategies and providing sound advice to senior management on all related subjects. The Director of Talent Management must be an experienced professional with deep knowledge of all matters concerning HR departments. You should be able to manage multiple initiatives and tasks at the same time, help management support/develop/supervise staff and address the range of issues from specific challenges to growth and development, and be able to work with a cross organizational team.

Responsibilities

- Administer and continuously improve the overall HR functions for Roca
- Develops and administers human resources plans and procedures for all company personnel with specific emphasis on Employee Relations and Talent Acquisition and Management
- Maintains knowledge of industry trends and best practices, and employment legislation and ensures organization compliance
- Maintains responsibility for organization compliance with federal, state, and local legislation pertaining to all personnel matters
- Works with Roca team to support the personnel through existing and new strategies for performance evaluation, staffing, training, and talent development, etc.
- Report to senior management, including analyzing data of HR metrics, performance on HR plans, and performance against annual milestones
- Implements and annually updates compensation program; job description development; conducts annual salary surveys and benchmarking; monitors the performance evaluation program and revises as necessary
- Conducts recruitment strategies for all exempt and nonexempt personnel, students and temporary employees; conducts new-employee orientations; employee relations counseling, outplacement counseling and exit interviewing; writes and places advertisements, etc.
- Develops and implements programs to allow Roca to embrace applicants and employees of all backgrounds and to promote the full development and performance of all employees. Takes a leadership role on the Organization's Diversity and Inclusivity initiatives and/or committee
- Provides information on company operations and job opportunities to potential applicants. Screens and refers qualified applicants to hiring manager for interviewing. May provide initial screening for manager to obtain work history, education, training, job skills and salary requirements.
- Develops and leads Employee engagement and recognition
- Work with directors and senior management on workforce management and employee related issues
- In coordination with management, develops and documents appropriate personnel policies and programs for effective management of staff including employee relations, affirmative action, sexual harassment, and employee safety and wellness
- Works with organization management on evaluation, integration of performance, development goals, and talent development
- All other duties assigned

Qualifications

The very nature of Roca's work requires an individual of great commitment and energy to the mission. Roca seeks a highly driven individual who is a good fit both personally and professionally for the culture of Roca and will understand, practice and promote the vision, mission, values, methods, and models of Roca.

Roca expects candidates to have the following skills:

- Min of 5+ years of experience and skills as an HR generalist
- MA preferred/ BA and equivalent experience considered and 5+ years of proven experience as an Director of HR & Talent Management
- SPHR/PHR certification preferred
- Excellent knowledge of employment law, legislation and regulations
- Current with best and emerging HR and talent development practices
- Strong verbal and written communication skills and ability to exercise sound judgment
- Impeccable integrity, judgment, and discretion along with a professional demeanor and interpersonal style that elicits trust from leadership, staff and partners.
- A professional and resourceful style; the ability to manage multiple tasks and projects at the same time, managing a heavy workload.
- Strong project management skills; highly organized and detail-oriented.
- Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.

In addition, the ideal candidate for this position will be a trustworthy decision-maker. He/she will have a sense of humor, feel passionate and committed to direct work with high risk youth, and demonstrate interest in coaching and supporting coworkers. Bilingual (English/Spanish) is preferred but not required.