ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Senior Director for Human Resources Policy and Practice
DEPARTMENT: Office of Human Resource Management

RESPONSIBILITIES:
Reporting to the VP for Human Resources, this position will serve as a senior level resource on all Human Resources policy and practice issues and questions. The incumbent will manage a portfolio of new and existing initiatives and evaluations affecting Human Resources policy and practice across the university; including but not limited to developing, implementing and evaluating methods, policies, procedures and systems to best support the university’s HR policies and practice mandates. The Senior Director of Human Resources Policy and Practice serves as the HR liaison with to the university and will support the development, implementation and administration of Human Resources programs and policies. He/She advises and assists faculty, staff and administration regarding human resource policies and procedures, and serves with other Campus and University units to oversee complex, high-priority projects, with responsibility for Human Resources outcomes. This position will also advise the university community on current and best practices in Human Resources.

She/He will:

- Manage all HR policies, procedures, practices, and protocols, in accordance with the university’s mission, strategic and operational direction, including conferring with faculty, staff and administration on issues of Human Resources policy interpretation, collective bargaining agreements interpretation and shared governance.
- Research and provide best HR practices to develop standards, policies and procedures that support the university’s mission, strategic and operational directions.
- Regularly analyze HR data and trends, reflect on HR lessons learned and share insights via meetings, written reports, speaking and training to support and advance Human Resources compliance and practices across the university.
- Serve as a coach in managing and resolving complex Human Resource related issues;
- Partner with colleagues to identify and create innovative solutions to prevent HR related problems.
- Assists the VP for HR in day-to-day office activities and provide direct support and teemed services to all HR practice areas as needed.
- Ensure and practice strict confidentiality of all HR related matters, except as expressly publishable in carrying out the specific responsibilities of the position.
- Execute special projects as necessary

QUALIFICATIONS:
- Related advanced degree or J.D. degree strongly preferred.
- Minimum of five to seven years professional experience in human resources management, labor and employment law or a combination thereof.
- Excellent analytical and collaborative competency, with a high degree of emotional intelligence and experience dealing with sensitive, complex issues.
- Progressive and significant experience in developing, interpreting, and implementing HR policies, procedures and protocols, preferably in a large, multi-cultural, diverse higher education institution is strongly preferred.
- Extensive experience working in a unionized environment.
- Excellent interpersonal and verbal/written communication skills, writing sample may be requested.
- Demonstrated commitment to diplomacy and proficiency in customer service culture.
- Demonstrated technological aptitude.
- Experience with Banner, FMLA Administration Software and Lexus Nexus or Westlaw – a plus.
- HR certification strongly preferred.
- Process Improvement and or Project Management Certifications – a plus

SALARY: Commensurate with experience
DATE: ASAP
SEND LETTER, RESUME TO: hr@fordham.edu

Fordham University is committed to excellence through diversity and welcomes candidates of all backgrounds.
Fordham is an Equal Opportunity Employer.