

# Director, HR Talent Recruitment

## Position Summary

The Director, HR Talent Recruitment position is a strategic role designed to manage best in class Talent Recruitment services to support the University of Virginia. This position is responsible for leading and overseeing all strategic initiatives across the Talent Recruitment team by monitoring effectiveness, anticipating emerging needs, establishing and maintaining key relationships, developing talent recruitment policies, and ensuring a positive and consistent candidate experience. The Director ensures that the Talent Recruitment practice builds trust with hiring managers and candidates, focuses on attracting world-class talent, while improving time to hire and increasing retention. The incumbent will report to the AVP, HR Talent and direct a team of Talent Recruitment managers.

## Responsibilities and Duties

- Provide direction and insight to the Talent Recruitment practice, identifying and prioritizing opportunities, deploying appropriate resources and measuring associated outcomes
- Coordinate closely with AVP, HR Talent to identify and support the overall HR talent strategy
- Model and encourage cross team collaboration
- Stay current with relevant recruiting industry trends and participate in best practice discussions with national peer groups. Relate applicable best practices back to team
- Monitor progress on key recruiting initiatives, identifying and removing barriers in coordination with University stakeholders
- Work with EOCR to establish recruitment procedures that ensure compliance with applicable labor laws and industry specific regulations
- Cultivate diversity and inclusion by implementing best practices and communicating to appropriate parties about issues relating to diversity and inclusion
- Maintain relationships with external partners, including recruiting agencies and vendors
- Evaluate and report on Talent Recruitment performance against metrics or key performance indicators (KPIs)
- Champion Talent Recruitment policy harmonization and consistency across the HR organization
- Evaluate Talent Recruitment customer satisfaction and manage relationships with key customers
- Interact and develop relationships with key leaders within the Academic / Administration Divisions and Health System to identify key priorities and recruitment resources that deliver value

## Functional Area Outcomes

- Decrease time to fill a position (emphasis on right candidate)
- Increase diversity and size of applicant pools
- Increase job offer and acceptance rate
- Decrease recruitment expenses
- Improve management experience with hiring process
- Improve candidate experience with hiring process
- Increase employee retention in the first six (6) months
- Increase ability to meet fluctuating workforce needs with flexible workers
- Increase number of rotational placements

- Increase temporary to permanent placement rate
- Improve dual career experience and support

## Knowledge, Skills and Abilities

- Manage a Talent Recruitment organization
- Establish credibility and influence key stakeholders at all organizational levels
- Utilize excellent management skills, plan effectively and maximize results to meet both short and long range goals and objectives
- Demonstrate exceptional customer service and navigate complex customer related situations  
Demonstrate excellent communication and presentation skills as well as strong organizational skills and attention to detail
- Display strong and innovative problem solving and analytical skills to thoughtfully and tactfully navigate barriers to progress
- Exercise exceptional leadership capabilities with a passion to encourage idea generation across the team and develop people
- Manage third party vendors relationships
- Utilize computer proficiency and technical aptitude with leading applications
- Utilize successful track record for innovation and work effectively with diverse stakeholders within a complex organization
- Display knowledge of all pertinent federal and state regulations, filing and compliance requirements, both adopted and pending, affecting talent recruitment

## Required and Preferred Qualifications

**Required Experience:** 8 years of relevant experience

**Preferred Experience:** Experience working for a 4-year higher education institution and/or affiliated health system

**Required Education:** Bachelor's degree

**Preferred Education:** Master's degree

**Required Computer Applications:** MS Office, HR systems, and Applicant Tracking Systems

**Preferred Certifications:** PHR, SHRM-CP, SHRM-SCP, SPHR