

HR Consultant, Learning and Development

Position Summary

The HR Consultant, L&D position is a vital role designed to provide best in class Talent Management services to support the University of Virginia. This Consultant-level position is responsible for assisting with a variety of Learning & Development activities focused on the Academic / Administration Divisions and Health System. This position will manage competency models (Technical and University-wide) as the foundation for professional and clinical development. The incumbent will report to the HR Manager, L&D / Organizational Development and will not have direct reports.

Responsibilities and Duties

- Collaborate with HRBPs to conduct needs assessments to identify L&D needs by unit
- Collaborate with the Talent Planning teams to create a development repertoire that addresses succession and career pathing needs and meets L&D needs
- Facilitate open enrollment and targeted learning for staff population, to include education for Talent Planning (e.g. PM and Orientation)
- Execute blended curriculums for L&D programs aligned with organizational priorities and competencies
- Stay abreast of advances in learning technologies, tools, and delivery programs
- Respond to and resolve escalations from HR Solution Center teams
- Enable an LMS system that provides an integrated view of all required courses/certifications by individual; maintain data in LMS system to inform automated notifications on training requirements and provide an integrated view of compliance requirements
- Manage eLearning content, which can include researching and making purchasing recommendations, incorporating content into blended learning offerings, developing new learning material, etc.
- Execute on Employee Engagement process/strategy (philosophy, education, survey administration, reporting, back-end strategies, etc) in partnership with Talent Planning

Functional Area Outcomes

- Improve employee engagement
- Increase retention of high potential employees
- Enhance operational outcomes and behaviors through developmental offerings
- Simplify access and reporting for learning activities

Knowledge, Skills, and Abilities

- Display sound knowledge of HR functions and practices, with a specific focus on Learning & Development; synthesize information, provide advice, and address needs independently
- Demonstrate an advanced knowledge of federal, state, local and University policies and regulations; conduct activities and make decisions according to ethical standards; analyze and present information and maintain accurate and detailed records
- Navigate University databases and systems and collaborate with technology professionals

- Demonstrate excellent oral and written communication in daily interactions; clearly articulate specific information with a specific focus on Learning & Development
- Work independently and as part of a team; complete tasks without immediate supervision; work with senior leaders to accomplish goals; display ability to lead, train, and functionally supervise
- Exemplify the University's educational mission, strategic aims, and programs

Required and Preferred Qualifications

Required Experience: 3 years of relevant experience

Required Education: Bachelor's degree

Preferred Certifications: PHR, SHRM-CP, SHRM-SCP, SPHR, or an equivalent professional qualification