

HR Manager, Performance Management/ Rewards & Recognition

Position Summary

The HR Manager, Performance Management / Rewards & Recognition (PM/R&R) position is a strategic role designed to manage best in class Performance Management as well as Rewards & Recognition programs to support the University of Virginia. This Manager-level position is responsible for leading and overseeing all strategic initiatives across the Performance Management and Rewards & Recognition teams to ensure value add programs and execution. This position will also create initiatives, programs and processes within Performance Management / Rewards & Recognition to drive standardization of these areas across the University for similar populations, with considerations for differences where necessary. The incumbent will report to the Director, HR Talent Management and will lead a team of HR Sr. Consultants and HR Specialists.

Responsibilities and Duties

- Set overarching Performance Management strategy and execute on initiatives, programs and processes to drive standardization of these areas across entities for similar populations, with considerations for differences where necessary
- Provide oversight and accountability for the Performance Management and Rewards & Recognition teams to ensure value add, quality programs, and execution
- Hold touch-point meetings with direct reports to review performance, budget needs, and address new topics; offers counsel, and request corrective action as required; intervene, if necessary, to drive improvements
- Ensure alignment of Performance Management and R&R functional area strategies to overall CoE objectives
- Approve functional area budget and allocate resources appropriately
- Evaluate ROI within respective functional areas; manage continuous improvement activities
- Represent Performance Management and R&R programs and share ROI and strategies with senior leadership and broader stakeholders, as required
- Ensure compliance with policy, regulatory bodies and accrediting agencies (e.g. Joint Commission, State of VA, Provost, etc.)
- Stay abreast of industry trends and best practices, in PM/R&R specifically

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
- Differentiate and improve individual performance
- Support talent readiness and career mobility
- Recognize employee contributions to UVA
- Increase percentage of jobs with defined career paths
- Elevate access and understanding of workforce analytics to foster effective decision making

Knowledge, Skills and Abilities

- Display a deep knowledge and mastery of Performance Management and Rewards & Recognition policies and practices; synthesize information, provide advice, and address needs independently
- Ensure alignment of PM and R&R programs with University, state, and federal policies and regulations; conduct activities and make decisions according to ethical standards
- Plan and/or direct implementation and modification of technological efforts related to the PM and R&R processes; collect, analyze, and interpret data to prepare policies and plans for senior University leaders
- Demonstrate outstanding oral and written communication in management guidance, policy documentation, and education efforts; clearly articulate complex ideas to a general audience, in multiple forums; advise other professionals on policy and procedures
- Demonstrate experience building, leading, motivating, and assessing small professional teams; lead, train, and functionally supervise employees and mentor junior professionals
- Exemplify the University's educational mission, strategic aims, and programs

Required and Preferred Qualifications

Required Experience: 5 years of relevant experience

Preferred Experience: 7 years of progressive human resources experience

Required Education: Bachelor's degree

Preferred Education: Master's degree

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