

HR Senior Consultant, Performance Management

Position Summary

The HR Sr. Consultant, Performance Management (PM) position is a vital role designed to provide best in class Performance Management services to support the University of Virginia. This Sr. Consultant-level position is responsible for effective design of programs, policies, and efforts aligned to the broader vision and objectives of the University of Virginia. This position will also be responsible for developing educational programs and resources that support ongoing execution of successful performance dialogue. The incumbent will report to the HR Manager, Performance Management/Rewards & Recognition and will not have direct reports.

Responsibilities and Duties

- Establish Performance Management strategic goals in alignment with Talent Management objectives
- Oversee the development and refinement of performance management frameworks and processes
- In partnership with HR Leadership, HRBPs, and Talent Management leadership, conduct the following: (customizing as relevant for the different populations)
 - Ensure standard processes, criteria, and definitions
 - Bring leading practices to review and enhance performance management strategy and process
 - Identify operational improvements on an on-going basis
- Design significant supporting resources and provides guidance for HRBPs, to include calibration discussions with leadership, ongoing coaching, and reinforcing UVA's overarching philosophy of ongoing Performance Management
- Partner with IMPACT to analyze trends; provide inputs to aid WFP analytics and strategy
- Partner with Learning & Development team to design educational programs for the ongoing performance management cycle for staff and leaders
- Primary focus will be on either the Academic / Administration Divisions or the Health System programs and initiatives, but with the flexibility to assist the other PM team as needed

Functional Area Outcomes

- 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 expert knowledge of HR functions and practices with a specific focus on Performance Management; synthesize information, provide advice, and address needs independently; demonstrate advanced knowledge of institution history and practices within this subject matter area
- 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 to collaborate with technology professionals
- Demonstrate excellent oral and written communication in daily interactions; clearly articulate specific information with a specific focus on Learning & Development; advise other professionals on policy and procedures
- Work independently and as part of a team; complete tasks without immediate supervision; work with senior leaders to accomplish goals; lead, train, and functionally supervise; mentor junior professionals
- Exemplify the University's educational mission, strategic aims, and programs

Required and Preferred Qualifications

Required Experience: 4 years of relevant experience

Preferred Experience: Experience working in a Health System and/or higher education

Required Education: Bachelor's degree

Preferred Education: Master's degree

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