

HR Senior Consultant, Workforce Planning

Position Summary

The HR Sr. Consultant, Workforce Planning (WFP) position is responsible for developing and designing a variety of Workforce Planning activities for the University of Virginia's Academic / Administration Divisions or Health System. This Sr. Consultant-level position will develop plans to close existing knowledge, skill, and capability gaps as well as coordinate the execution of workforce plans with the Talent Recruitment team. The HR Sr. Consultant will also maintain job families and career paths. The incumbent will report to the HR Manager, Talent Planning and will not have direct reports.

Responsibilities and Duties

- Establish Workforce Planning strategic goals in alignment with Talent Management objectives
- Develop organizational philosophy and strategy in partnership with HRBP and leadership; special consideration given to groups with pre-existing requirements
- Design processes, role requirements, and supporting educational and technology resources
- Distribute workforce plans for HRBPs to populate
- Identify gaps and high level plans to close the gaps, and communicates to Learning and Development and Talent Recruitment as needed
- Analyze workforce trends and make appropriate recommendations at the local and systematic level
- Deliver succession planning programs to drive development and mentorship for individuals and/or specific populations identified
- Partner with IMPACT to design employee talent profile and access to workforce data, based on role and other criteria
- Develop and provide input on report format on associated analytics
- Partner with appropriate constituents (i.e., HRBP, leadership) to research industry trends
- Assist Talent Recruitment in partnering with local schools and businesses for pipeline programs
- Partner with Talent Recruitment to administer position control and posting processes
- 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 WFP 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 Workforce Planning; 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 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; display ability to 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