

HR Sr. Specialist, Wellness

Position Summary

The HR Sr. Specialist, Wellness position is a vital role designed to provide best in class wellness-related services to support the University of Virginia. This Sr. Specialist-level position is responsible for assisting with a variety of wellness-related HR activities, such as developing and executing employee wellbeing guiding principles, strategy and administration along with supporting budgets and program measurement for the University's wellness program based on national best practices. The HR Sr. Specialist is responsible for the administration of the wellness programs in accordance with established policies. The incumbent will report to the Director, Total Rewards and will not have direct reports.

Responsibilities and Duties

- Develop and execute employee wellbeing guiding principles, strategy and administration
- Prepare supporting budgets and program measurement for the University's wellness program based on national best practices
- Identify key strategic partnerships with internal and external organizations interested in health promotion and wellness to address the changing healthcare environment
- Provide health related content expertise for health promotion and wellness initiatives; lead and support project development and diversification (new products and markets) in recommending and/or implementing new initiatives to enhance health and wellness
- Evaluate programs for cost effectiveness and optimal outcomes
- Ensure program alignment with the University of Virginia's Strategic Plans
- Facilitate key presentations both nationally and within the community
- Partner with Service Team
- Conduct needs assessments and analyses to ensure that services address customer demands

Functional Area Outcomes

- Provide transparent, compliant and clearly articulated compensation philosophy and governance
- Market competitive salary structures and practices
- Deliver leadership education and guidance on pay practices
- Prepare consistent classification and titling of positions
- Ensure internal equity and external pay competitiveness practices

Knowledge, Skills and Abilities

- Apply knowledge of current health and wellness trends
- Forge relationships with partners in the health promotion and wellness arenas
- Apply, as appropriate, knowledge of principles, methods, and techniques pertinent to the HR function of which the Benefits team is a part, including project management, governance and risk management, HR analytics and technology, compensation, and finance
- Demonstrate strong organizational skills and attention to detail

Minimum and Preferred Qualifications

Required Experience: 3 years of relevant experience

Preferred Experience:

- Experience working for a four-year higher education institution and/or an affiliated health system
- Familiarity with Lean, Project Management, Program Management, Cloud Technology, Vendor Management, and HR domain

Required Education: Bachelor's degree

Preferred Certifications: Certified Employee Benefit Specialist (CEBS) certification