

# HR Supervisor, Workday/Technical Training

## Position Summary

The HR Supervisor Workday/Technical Training position is a strategic role designed to manage best in class Talent Management services to support the University of Virginia. This Supervisor-level position is responsible for leading and overseeing all strategic initiatives across the Workday/Technical Training team. The position will oversee and manage the body of work and knowledge related to preparing, producing, and delivering relevant training materials. Successful execution of this position will require effective coordination of resources aligned to the broader vision and objectives of the University of Virginia. The incumbent will report to the HR Manager, L&D/Organizational Development and will lead a team of HR Technical Training professionals.

## Responsibilities and Duties

- Set overarching Workday/Technical Training strategy and share ROI with senior leadership, as required; manage continuous improvement activities
- Provide oversight and accountability for the Workday/Technical Training body of work to ensure value add, quality programs and execution; proactively monitor Workday community to stay abreast of industry trends, best practices, and upcoming tenant releases in order to anticipate impact on the University's technology design
- Work with each respective functional area following each Workday tenant release to update living documents used for the purposes of training, to include web materials and other forms of electronic resources
- Ensure alignment of Workday/Technical Training functional area strategies to overall Talent Management objectives
- Approve functional area budget and allocate resources appropriately
- Hold touch-point meetings with direct reports to review performance, budget needs, and address new topics; offer counsel, and request corrective action as required; intervene, if necessary, to drive improvements
- Gather data from HR Solution Center and partner with IMPACT to improve technical usability based on end user requirements
- Ensure compliance with policy, regulatory bodies and accrediting agencies (e.g. Joint Commission, State of VA, Provost, etc.)
- Communicate Workday/Technical Training strategies to broader stakeholders, such as, but not limited to, Finance and decentralized learning community
- Partner with the constituents in the Health System in order to understand their needs around regulatory training and compliance tracking, to include clinical competencies, new hire, and annual retraining modules; oversee execution of this body of work

## 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 a deep knowledge of Workday capabilities and processes as well as technical training best practices; master program information; synthesize information, provide advice, and address needs independently
- Align technical training programs and materials 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 all technological efforts related to Workday and HR 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
- Mentor junior professionals
- Exemplify the University's educational mission, strategic aims, and programs

## Required and Preferred Qualifications

**Required Experience:** 4 years of relevant experience

**Required Education:** Bachelor's Degree

**Preferred Education:** Master's degree

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