

HR Manager

Position Summary

The HR Manager position is a strategic role designed to manage best in class talent recruitment services to support the University of Virginia. This position is responsible for leading a recruiting team assigned to a portfolio of searches. The Manager provides guidance on best practices for hiring officials and search committees throughout the full life cycle of recruitment from the creation of the search strategy to negotiations. Additionally, the HR Manager ensures that exceptional recruiting services are provided to the areas the team supports and elevates the talent level in all candidate pools, while improving time to hire and increasing overall retention. The incumbent will report to the Director, HR Talent Recruitment and lead a team of academic recruitment professionals.

Responsibilities and Duties

- Manage recruitment operations as well as implement strategic approaches to attract qualified candidates to assigned service area in order to assist UVA in achieving its mission
- Support the overall recruitment strategy for UVA and assigned service area
- Model and encourage cross team collaboration
- Stay current with relevant industry trends and participate in best practice discussions with national peer groups and position UVA as a leader in recruitment and candidate experience. Relates applicable best practices back to team
- Monitor progress on searches in assigned area, identifying and removing barriers in coordination with hiring managers and Business Partners
- Interact and develop key relationships with customer leaders and schools, units, and organizations within assigned service area to identify and fill key recruiting priorities
- Evaluate assigned customer satisfaction and manage relationships with business partners
- Develop and manage a diverse team
- Collaborate directly with the Director and HR Business Partners

Functional Area Outcomes

- Decrease time to fill a position (emphasis on right candidate)
- Increase diversity and size of applicant pools
- Increase job offer acceptance rate
- Decrease recruitment expenses
- Improve management experience with hiring process
- Improve candidate experience with hiring process
- Increase employee retention in first six (6) months

Knowledge, Skills and Abilities

- Establish credibility and influence key stakeholders
- Demonstrate exceptional customer service and the ability to navigate complex customer related situations
- Manage, plan effectively and maximize results to meet both short and long range goals and objectives
- Motivate others to maximize input and accomplish goals, especially after experiencing setbacks

- Demonstrate excellent communication and presentation skills
- Organize and pay attention to detail
- Analyze and solve problems to thoughtfully and tactfully navigate barriers to progress
- Encourage idea generation and develop people
- Lead and manage projects simultaneously while working under pressure to meet deadlines
- Work effectively with diverse stakeholders within a complex organization
- Adapt to leading computer applications
- Adhere to pertinent federal and state regulations, filing and compliance requirements, both adopted and pending, affecting talent recruitment

Required and Preferred Qualifications

Required Experience: 5 years of relevant experience

Preferred Experience: Experience working in higher education. Management experience

Required Education: Bachelor's degree

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

Required Computer Applications: MS Office, HR systems, and Applicant Tracking Systems