

HR Specialist, Rewards & Recognition

Position Summary

The HR Specialist, Rewards & Recognition position is a vital role designed to provide best in class Rewards and Recognition services to support the University of Virginia. This Specialist-level position is responsible for developing and assisting with a variety of rewards and recognition activities, to include contributing to the overall design and administration of recognition programs. The position will execute on recognition programs connected to post-staff engagement survey results. The incumbent will report to the HR Manager, Performance Management / Rewards & Recognition and will not have direct reports.

Responsibilities and Duties

- Contribute to the overall designs and administration of repertoire of recognition programs to include: URewards (peer recognition), Thank U (milestones, service awards), and Uteam
- Partner with HR Manager, PM/R&R and the Learning & Development team to determine the needs and strategy for recognition programs
- Execute on recognition programs connected to post-staff engagement survey results
- Collaborate with HRBPs on a structured basis to identify employees for recognition
- Collaborate with IMPACT for recognition portals and Communications for website design and to roll-out recipient and broader communications
- Administer processes and projects with direction from Talent Management leadership; monitor process from conceptualization to implementation, and assist with managing the budgets for various events
- Perform research to select appropriate venue for events and identify appropriate target audience for all processes
- Use a pre-approved portfolio of vendors to select necessary development services, coordinate vendors for programs and events, and manage against vendor agreements
- Primary focus is on R&R but can flex to assist the HR Specialist, Onboarding/Career Services 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

- Evaluate and apply information and provide advice, specifically related to Rewards & Recognition
- Demonstrate a working knowledge of current HR practices
- Demonstrate excellent oral and written communication in daily interactions; analyze and present information
- Work independently and as part of a team, provide direct support to leaders as needed, and complete tasks without immediate supervision
- Display proficiency in various database and software programs
- Exemplify the University's educational mission, strategic aims, and programs

Required and Preferred Qualifications

Required Experience: 2 years of relevant experience

Required Education: Bachelor's degree

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