

HR Senior Specialist, IMPACT & Decision Support

Position Summary

The HR Sr. Specialist, IMPACT & Decision Support position is a vital role designed to provide best in class HR Programs and Policy project management to support the University of Virginia. This Sr. Specialist-level position is responsible for assisting with a variety of project management-related activities, such as helping project management to ensure that projects are delivered on time, within scope and within budget. This position advances leading practices in project management and oversees education and outreach about such practices. The incumbent will report to the HR Manager, Business Operation and will not have direct reports.

Responsibilities and Duties

- Develop project scopes and objectives, and ensure that all assigned projects are delivered on time, within scope and within budget
- Develop project plan(s) to track progress, and use appropriate verification techniques to manage changes in project scope, schedule and costs
- Measure project performance using appropriate systems, tools and techniques, and report and escalate issues to HR Manager, Business Operation as needed
- Manage customer and stakeholders relationships
- Perform risk management to minimize project risks
- Establish and maintain relationships with third parties/vendors
- Create and maintain comprehensive project documentation
- Strategically evaluate timing of initiatives to identify interdependencies and create value across initiatives
- Facilitate cross-functional communication both within and outside HR during key initiatives
- Evaluate tools in the marketplace to maximize project planning and documentation, and attend training

Functional Area Outcomes

- Align HR projects / activities with other University projects to minimize disruption
- Deliver HR projects on time, within scope, and within budget
- Increase efficiency and effectiveness in HR project management
- Improve HR culture
- Manage education and guidance to reduce risk
- Provide compliant, transparent, and easily accessible policies
- Respond to requests and inquiries in a timely and comprehensive manner

Knowledge, Skills and Abilities

- Practice the principles, methods, and techniques pertinent to the IMPACT function
- Establish credibility and influence key stakeholders at all organizational levels
- Use excellent management skills to plan effectively and maximize results to meet both short and long range goals and objectives
- Adapt to new ideas and situations of ambiguity and integrate relevant information to achieve results
- Demonstrate strong organizational skills and attention to detail

- Lead and manage projects simultaneously while working under pressure to meet deadlines
- Oversee projects where coordination across activities and multiple teams is necessary, including the use of tools to track, monitor and report project status
- Present and advocate, both in writing and orally
- Lead through influencing rather than authority

Minimum and Preferred Qualifications

Required Experience: 4 years of relevant experience

Preferred Experience:

- Participation in a large transformation, particularly where coordination across activities and workstreams is necessary
- Proven capability to scope, manage and deliver projects/initiatives on time and on/under budget.
- Demonstrated ability to work in a team environment that requires quick turnaround and quality output

Required Education: Bachelor's degree

Preferred Certifications: PHR, SHRM-CP, SHRM-SCP, SPHR, PMP / PRINCE II certification or an equivalent professional qualification

Preferred Computer Applications: Workday and/or other SaaS-based HRIS software

Required Computer Applications: MS Office