The way we recruit exceptional leaders to the University of Virginia.

The way we build pipelines and manage needed scalability of the workforce, with a consistent and positive employment experience across all employment types.

The way we create an exceptional employment experience for our people at the University of Virginia.

The way we collectively live our values, look out for our people and address performance at the University of Virginia.

**Key Service Areas**

- Executive Recruitment
- Talent Recruitment
- Talent Management
- Talent Flexibility
- Employee Relations
Talent CoE
Talent Management

Talent Management
The way we create an exceptional employment experience for our people at the University of Virginia.

Vision & Key Outcomes
What HR aims to achieve and to deliver

Service Offerings
What customers can expect

Role Summaries
The HR Professional Roles that will deliver these services
To proactively ensure a qualified, motivated, and engaged workforce at UVA. We will accomplish this vision by anticipating future workforce needs, developing individuals, investing in a learning culture, sustaining desired behaviors, cultivating a productive and positive environment for feedback and accountability, preparing high potential employees to fill future roles, and providing exceptional tools and programs to retain and engage a diverse workforce. We will continue to work in close partnership with the Office of the Provost to complement the faculty experience.

### Key Outcomes (How we will make a difference?)

- Improve employee engagement
- Increase retention of high potential employees
- Differentiate and improve individual performance
- Support talent readiness and career mobility
- Recognize employee contributions to UVA
- Increase percentage of jobs with defined career paths
# Talent Management

## Service Offerings (1 of 2)

<table>
<thead>
<tr>
<th>Learning &amp; Development/Learning Management System (LMS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learning and development facilitates professional growth and skill attainment across Grounds. From competency models to formal training, Talent Management is here to help make the investments in teams that drive the outcomes that matter in UVA's organizations.</td>
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<th>Talent &amp; Organizational Development</th>
</tr>
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<tbody>
<tr>
<td>Organizational development is the development of custom people solutions to support the most pressing organizational priorities. It is the blend of strategic planning, organization design, leadership development, change management, performance management, and coaching expertise required to influence behaviors and improve organizational effectiveness.</td>
</tr>
</tbody>
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<th>Orientation, Onboarding &amp; Off-boarding</th>
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<td>Orientation, onboarding and off-boarding is the detailed work that makes life easier as a manager. From offer to formal UVA orientation and then again as an employee departs UVA, this area oversees the details that matter and reinforce the employment experience.</td>
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<td>Workforce planning is the systematic talent planning approach to help UVA place the (1) right people with the (2) right capabilities and skills in the (3) right roles at the (4) right time to achieve organizational goals and objectives. This is a data driven process informed by improved people analytics across Grounds.</td>
</tr>
</tbody>
</table>
### Succession Planning

Succession planning is the thoughtful process of identifying, assessing, managing, and developing individuals at UVA to fill critical roles and secure leadership continuity across Grounds.

### Career Services

Career Services is the provision of specific resources and group/cohort counseling for staff to explore alternate career opportunities at UVA.

### Performance Management

Performance Management is the ongoing dialogue between a supervisor and an employee that occurs throughout the year primarily focused on development and the individual’s specific contributions to the attainment of UVA priorities. It goes beyond the state/Joint Commission documentation requirements and is candid/constructive series of conversations.

### Rewards & Recognition

Rewards & Recognition is the financial/non-financial ways to acknowledge the contributions and service of outstanding people who deliver exceptional results for UVA. This is a complementary, pan-University effort that supplements the current programs in place in the Health System and Academic Division.
Talent Management Service Offerings

Learning & Development/LMS

Description (What it is...)

Learning and development facilitates professional growth and skill attainment across Grounds. From competency models to formal training, Talent Management is here to help make the investments in teams that drive the outcomes that matter in UVA’s organizations.

The Value to UVA (Why it matters...)

When done well, effective learning and development enables individuals to continuously learn, explore and realize their full potential at UVA.

The Work (How HR will help customers...)

- Identify and prioritize your current and future organizational learning and development requirements
- Develop competency models (Technical and University-wide) as foundation for professional and clinical development
- Recommend University-wide/role-specific curricula programs and delivery approach
- Facilitate learner campaigns
- Design content and materials for employee development, certification and education
- Facilitate training for your team
- Administer online learning through the Learning Management System (LMS)
- Provide organizational and Unit-based reporting on learning and compliance activities (licensure, certification, etc.)

Outputs (What customers will get...)

- Learning Needs Assessments
- Curricula Recommendations
- Competency Models
- Learning Programs and Campaigns
- Certification Programs
- Training Content & Materials
- Training Facilitation
- Learning Management System
Description (What it is...)  
Organizational development is the development of custom people solutions to support the most pressing organizational priorities. It is the blend of strategic planning, organization design, leadership development, change management, performance management, and coaching expertise required to influence behaviors and improve organizational effectiveness.

The Value to UVA (Why it matters...)  
When successful, organizational development helps UVA leaders and teams reinforce training, influence sustainable behaviors over time, realize their collective potential, and achieve outstanding results for the University.

The Work (How HR will help customers...)  
- Conduct organizational needs assessment to identify improvement opportunities
- Design and develop programs to support strategic initiatives
- Consult with leaders to identify improvement priorities and intervention approaches
- Facilitate team building and improvement activities
- Conduct process improvement initiatives
- Administer employee engagement surveys and recommend improvement action plans
- Offer leadership coaching services

Outputs (What customers will get...)  
- Organizational Needs Assessment
- Process Improvement Services
- Team Facilitation
- Employee Engagement Survey & Action Plans
- Leadership Coaching
Talent Management Service Offerings
Orientation, Onboarding & Off-boarding

Description (What it is...)
Orientation, onboarding and off-boarding is the detailed work that makes life easier as a manager. From offer to formal UVA orientation and then again as an employee departs UVA, this area oversees the details that matter and reinforce the employment experience.

The Value to UVA (Why it matters...)
When done well, effective orientation and onboarding rapidly assimilate individuals to become productive contributors to the University. For individuals leaving UVA, off-boarding processes treat individuals with respect and maintain the strong reputation of UVA as an employer of choice in the region.

The Work (How HR will help customers...)
- Design and deliver Day 1 UVA orientation
- Provide departmental guidance, tools and support for local onboarding efforts
- Delivery mandatory requirements & compliance training
- Drive cultural assimilation activities to ensure a positive employment experience
- Support off-boarding and exit interview data gathering and analysis

Outputs (What customers will get...)
- Day 1 UVA Orientation
- Onboarding Program (including tools and best practice guidance)
- Coordination with other partners to facilitate seamless experience across Grounds (parking, badge, etc.)
- Compliance Training
- Exit Interview Process
Talent Management Service Offerings

Workforce Planning

Description (What it is...)
Workforce planning is the systematic talent planning approach to help UVA place the (1) right people with the (2) right capabilities and skills in the (3) right roles at the (4) right time to achieve organizational goals and objectives. This is a data driven process informed by improved people analytics across Grounds.

The Value to UVA (Why it matters...)
When done well, workforce planning will anticipate and proactively respond to workforce issues and minimize the stress and disruption that comes with employee turnover. Also, it instills confidence in workforce plans as decisions are driven by data and people insights.

The Work (How HR will help customers...)
- Identify roles at risk or skills gaps in your current workforce (e.g., limited bench strength, pending retirement wave)
- Help project future workforce requirements to meet your plans in the next 1 – 3 years
- Develop plans to close existing knowledge, skill, and capability gaps in your team
- Coordinate the execution of workforce plans with Talent Recruitment and Talent Flexibility
- Maintain job families and career paths

Outputs (What customers will get...)
- Workforce Supply Analysis (talent availability projections over time)
- Workforce Demand Analysis (forecasted needs tied to UVA priorities)
- Workforce Gap Analysis (difference between needs and availability of desired talent)
- Workforce action plans to close gaps
- Local planning toolkit, inclusive of existing budget details
- Career path illustrations
Talent Management Service Offerings

Succession Planning

Description (What it is...)
Succession planning is the thoughtful process of identifying, assessing, managing, and developing individuals at UVA to fill critical roles and secure leadership continuity across Grounds.

The Value to UVA (Why it matters...)
When done well, succession planning minimizes the pain of losing employees in critical positions by having a game plan and ready successors for hard to fill positions. Also, it provides a visible demonstration of UVA’s commitment to critical talent and enhances our ability to retain these individuals.

The Work (How HR will help customers...)
- Continue individual development cohort programs (e.g. Cornerstone Program)
- Identify critical positions linked to the long term organization strategy and plans
- Facilitate talent review and assessment of UVA employees using competency models
- Recommend development activities (training, job rotation, etc.) to enhance development of high potential employees
- Document succession plan and ready successors for critical positions

Outputs (What customers will get...)
- Program design and delivery
- Talent review process & tools
- Identification of high potential employee pipeline
- Individual development recommendations
- Succession plan and bench strengths/risks assessment
Career Services

Description (What it is...)
Career Services is the provision of specific resources and group/cohort counseling for staff to explore alternate career opportunities at UVA.

The Work (How HR will help customers...)
- Develop career plans through group/cohort career counseling sessions
- Assess your best job options, through career assessments and other tools
- Recommend alternative career paths at UVA
- Provide feedback on resumes, cover letters, and interview tactics
- Deliver career workshops to practice job preparation skills

The Value to UVA (Why it matters...)
When done well, career services delivers the bridge support for managers and staff who seek an alternate career journey and desire transition assistance to this new destination at UVA.

Outputs (What customers will get...)
- Group Career Counseling Services
- Career Plans
- Resume Writing resources
- Career Assessment Tools
- Career Path Information
- Job Recommendations
- Career Planning Workshops
Talent Management Service Offerings

Performance Management

Description (What it is...)
Performance Management is the ongoing dialogue between a supervisor and an employee that occurs throughout the year primarily focused on development and the individual’s specific contributions to the attainment of UVA priorities. It goes beyond the state/Joint Commission documentation requirements and is candid/constructive series of conversations.

The Value to UVA (Why it matters...)
When done well, effective performance management creates a shared understanding of expectations, fosters constructive conversations and ultimately fuels professional growth and individual performance. It is a shared accountability that requires work by both the manager and individual.

The Work (How HR will help customers...)
• Communicate calendar of ongoing performance management activities
• Offer leading practices on goal setting, giving and receiving feedback, and determining individual development activities
• Provide training on performance management system, process and tools
• Recommend ways to differentiate and reward high performers

Outputs (What customers will get...)
• Individual/supervisor toolkits
• Performance management program guidance and leading practice advice
• Performance management training materials
• Performance management communications and reminders
Rewards & Recognition is the financial/non-financial ways to acknowledge the contributions and service of outstanding people who deliver exceptional results for UVA. This is a complementary, pan-University effort that supplements the current programs in place in the Health System and Academic Division.

The Value to UVA (Why it matters...)
When done well, rewards and recognition programs reinforce the behaviors that are central to our mission of world-class teaching, research, patient care and public service. Also, they strengthen the employment experience and improve our ability to retain talent.

The Work (How HR will help customers...)
- Provide resources to foster a culture of peer-to-peer recognition and a sense of community
- Recommend rewards and recognition practices for high performers
- Design and implement recognition and discount programs
- Support service and UVA milestone achievement
- Support coordination of employee engagement events in your organization
- Administer rewards & recognition system

Outputs (What customers will get...)
- Rewards & Recognition Program Guidance
- Rewards & Recognition System
- Service Recognition Program
- Concierge and Discount Programs
- Employee Engagement Events
Talent Management
Role Summary Overview

Individual Contributor Roles

What are individual contributor roles?
Non-supervisory position that may have responsibility for outcomes, ranging from entry level to senior level roles.

What are the HR Professional Competencies for an individual contributor?
Subject Matter Expert, Customer Focused Practitioner, Communicator, Collaborator

Leadership Roles

What are leadership roles?
All leadership roles, regardless of level, manage teams and have responsibility for outcomes.

What does L# mean?
Titles for leadership roles have not been finalized. L# refers to the level of the role, where L1 is the Chief HR Officer and L10 are the frontline team members.

What are the HR Professional Competencies for a leader?
Innovator, Business Manager, Role Model, Community Builder, Subject Matter Expert, Customer Focused Practitioner, Communicator, Collaborator

Understanding Future State Role Summaries

- Each role summary includes a high-level overview of the role and minimum qualifications
- Roles with an asterisk(*) will have more than one position

Please note:
- Individual Contributor titles are subject to change
- Leadership role titles are not provided as market assessment is being conducted and organizational structure is being refined
- Additional information on competencies can be found on the Ufirst website
**Talent Management**

**Individual Contributor Role Summaries**

**HR Sr. Consultant, Learning & Development**

**Role Summary:**
- Provide best in class talent management services to support the University of Virginia.
- Responsible for assisting with a variety of Learning & Development activities focused on Health System and the Academic and Administration divisions.
- Develop competency models (Technical and University-wide) as foundation for professional and clinical development.
- Recommend University-wide/role-specific curricula programs and delivery approach.

**Years of Relevant Experience**
- Required: 4 years

**Education**
- Required: Bachelor's degree
- Preferred: Master's degree

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

**HR Consultant, Learning & Development**

**Role Summary:**
- Provide best in class talent management services to support the University of Virginia.
- Responsible for assisting with a variety of Learning & Development activities.
- Facilitate open enrollment offerings aligned with University competencies.

**Years of Relevant Experience**
- Required: 2 years

**Education**
- Required: Bachelor's degree in related field

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

**HR Sr. Consultant, Organizational Development, Health System**

**Role Summary:**
- Accountable for the planning and execution of organizational development activities aligned to the Health System, and will work in coordination with the HR Consultant, Organizational Development.
- Conduct organizational needs assessment to identify improvement opportunities at the systematic level.
- Serve as a consultative liaison between front-line operations in the Health System and the Talent Management function.
- Successful execution of this position will include effective delivery of programs, policies and efforts aligned to the broader vision and objectives of the University of Virginia.

**Years of Relevant Experience**
- Required: 4 years

**Education**
- Required: Bachelor's degree
- Preferred: Master’s degree and experience working in a health system

**Preferred Certifications**
- PHR, SHRM-CP, SHRM-SCP, SPHR, or an equivalent professional qualification
Talent Management
Individual Contributor Role Summaries

HR Sr. Consultant, Organizational Development, Academic/Administration

Role Summary:
- Accountable for the planning and execution of organizational development activities aligned to the Academic and Administration divisions, and will work in coordination with the HR Consultant, Organizational Development.
- Conduct organizational needs assessment to identify improvement opportunities at the systematic level.
- Serve as a consultative liaison between front-line operations for the Academic and Administrative divisions and the Talent Management function.
- Successful execution of this position will include effective delivery of programs, policies and efforts aligned to the broader vision and objectives of the University of Virginia.

Required: Bachelor's degree
Preferred: Master's degree and experience working in an academic environment
Certifications: PHR, SHRM-CP, SHRM-SCP, SPHR, or an equivalent professional qualification

HR Consultant, Organizational Development, Health System

Role Summary:
- Provide critical value to a wide variety of University of Virginia’s Health System stakeholders through delivery of Organizational Development initiatives and directives.
- Accountable for the planning and execution of organizational development activities aligned to the Health System.
- Facilitate team building and conduct process improvement initiatives.
- Administer employee engagement surveys and provide leadership coaching for action planning.

Required: Bachelor's degree
Certifications: PHR, SHRM-CP, SHRM-SCP, SPHR, or an equivalent professional qualification

HR Consultant, Organizational Development, Academic/Administration

Role Summary:
- Accountable for the planning and execution of organizational development activities aligned to the Academic and Administration divisions, and will work in coordination with the HR Consultant, Organizational Development.
- Conduct organizational needs assessment to identify improvement opportunities at the systematic level.
- Serve as a consultative liaison between front-line operations for the Academic and Administrative divisions and the Talent Management function.
- Successful execution of this position will include effective delivery of programs, policies and efforts aligned to the broader vision and objectives of the University of Virginia.

Required: Bachelor's degree
Preferred: Master's degree and experience working in an academic environment
Certifications: PHR, SHRM-CP, SHRM-SCP, SPHR, or an equivalent professional qualification

Years of Relevant Experience Required: 4 years
Required: 2 years
Required: 2 years

### HR Sr. Consultant, Performance Management, Health System

**Role Summary:**
- Accountable for the planning and execution of performance management activities aligned to the University’s Health System.
- Successful execution of this position will include effective delivery of programs, policies, and efforts aligned to the broader vision and objectives of the University of Virginia.
- Responsible for administering educational programs and resources that support ongoing execution of successful performance dialogue.

**Required:** 4 years

**Education**
- Required: Bachelor's degree
- Preferred: Master's degree and experience working in a health system

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

### HR Sr. Consultant, Performance Management, Academic / Administration

**Role Summary:**
- Accountable for the planning and execution of performance management activities aligned to the University’s Academic and Administrative divisions.
- Successful execution of this position will include effective delivery of programs, policies, and efforts aligned to the broader vision and objectives of the University of Virginia.
- Responsible for administering educational programs and resources that support ongoing execution of successful performance dialogue.

**Required:** 4 years

**Education**
- Required: Bachelor's degree
- Preferred: Master's degree and experience working in an academic environment

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

### Sr. Consultant, Workforce Planning, Health System

**Role Summary:**
- Responsible for assisting with a variety of workforce planning activities that focus on the Health System.
- Develop plans to close existing knowledge, skill, and capability gaps.
- Coordinate the execution of workforce plans with Talent Recruitment and Talent Flexibility.
- Maintain job families and career paths.

**Required:** 4 years

**Education**
- Required: Bachelor's degree
- Preferred: Master's degree

**Preferred Certifications**
- PHR, SHRM-CP, SHRM-SCP, SPHR, or an equivalent professional qualification
Talent Management
Individual Contributor Role Summaries

Sr. Consultant, Workforce Planning, Academic / Administration

Role Summary:
• Responsible for assisting with a variety of workforce planning activities that focus on the Academic and Administration divisions.
• Develop plans to close existing knowledge, skill, and capability gaps.
• Coordinate the execution of workforce plans with Talent Recruitment and Talent Flexibility.
• Maintain job families and career paths.

Required: 4 years
Required: Bachelor’s degree
Preferred: Master’s degree

HR Associate, LMS, Learning Support

Role Summary:
• Responsible for assisting with a variety of learning management system activities, including the effective rollout and management of Talent Management initiatives across the University to support the overall mission and objectives of the University of Virginia.
• Responsible for coordinating resources and logistics for large-scale Talent Management initiatives.
• Help facilitate vendor and contractual requirements related to learning content.
• Assist other HR Associates in Talent Management, as cyclical calendar needs and programmatic demands dictate.

Required: 1 year
Required: Associates degree
Required: PHR, SHRM-CP, SHRM-SCP, SPHR, or an equivalent professional qualification

*Instructional Designer

Role Summary:
• Support implementation of L&D and Talent Planning functions through the design of supporting resources and tools and maintaining instructional design standards and guidelines.
• Determine appropriate learning vendors, manage purchased content, and support the enablement of the LMS functions through process and technology, in collaboration with IMPACT.
• Design job aids and supporting materials for instructor-led classes, large-scale events, and other electronic forms of communication/learning; document detailed LMS processes, standard operating procedures, and desktop procedures.

Required: 4 years
Required: Bachelor’s degree
Required: None
## Talent Management

### Individual Contributor Role Summaries

**HR Associate, Workday / Technical Training**

**Role Summary:**
- Provide best in class talent management services to support the University of Virginia, to include assisting with a variety of Workday and technical training/compliance initiatives, such as the effective rollout and management of Talent Management initiatives across the University to support the overall mission and objectives of the University of Virginia.
- Work with HR Consultant, Workday / Technical Training to coordinate and create training materials following each Workday tenant release.
- Enroll employees in Workday training and other compliance tracking, to include clinical competencies, new hire and annual retraining modules, and running appropriate reports.

**Years of Relevant Experience**
- Required: 2 years

**Education**
- Required: Associate’s degree

**Preferred Certifications**
- None

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**HR Specialist, Rewards and Recognition**

**Role Summary:**
- Provide best in class rewards and recognition services to support the University of Virginia.
- Responsible for assisting with a variety of rewards and recognition activities, to include contributing to the overall design and administration of recognition programs.
- Execute on recognition programs connected to post-staff engagement survey results.
- Use a pre-approved portfolio of vendors to select necessary development services; coordinate vendors for events and programs and establish/manage against vendor agreements.
- Collaborate with HRBPs on a structured basis to identify employees for recognition.

**Years of Relevant Experience**
- Required: 2 years

**Education**
- Required: Associate’s degree

**Preferred Certifications**
- None

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**HR Specialist, Onboarding and Career Services**

**Role Summary:**
- Provide best in class onboarding services to support the University of Virginia, to include monitoring effectiveness of onboarding and orientation processes and creating and updating orientation materials.
- Provide checklists/on-boarding essentials for individual units to conduct departmental-specific tasks beyond centralized Day 1 onboarding.
- Monitor effectiveness of orientation and onboarding program; manage mechanisms to measure new hire experience and leadership participation / relevance.
- Manage a portfolio of resources to support and facilitate staff career progression.

**Years of Relevant Experience**
- Required: 2 years

**Education**
- Required: Associate’s degree

**Preferred Certifications**
- None
Talent Management
Individual Contributor Role Summaries

HR Associate, Talent Planning

Role Summary:
• Provide high level support to the Performance Management, Workforce Planning, and R&R teams within Talent Management.
• Coordinate logistics for University-wide Talent Management initiatives, such as touchpoints on annual PM cycle and large-scale R&R events (e.g. Service Awards).
• Help facilitate vendor and contractual requirements related to R&R.
• Run performance reports and track compliance, as requested by Talent Planning team.
• Assist other HR Associates in Talent Management, as cyclical calendar needs and programmatic demands dictate.

Years of Relevant Experience

Required: 1 year

Education

Required: Associate’s degree

Preferred Certifications

None
## L3 Leadership, Talent Management

**Role Summary:**
- Manage best in class talent management services to support the University of Virginia by leading and overseeing all strategic initiatives across the Talent Management (TM) team.
- Set overarching TM strategy, in collaboration with Associate VP of Talent, ensuring alignment of TM strategies to overall organizational and HR goals and key stakeholders.
- Manage TM teams to ensure value add, quality programs, and execution; evaluate ROI within each functional area; manage continuous improvement activities.
- Determine entire CoE budget and allocate funds / resources appropriately.

<table>
<thead>
<tr>
<th>Years of Relevant Experience</th>
<th>Required: 7 years</th>
<th>Preferred: 10 years of relevant experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education</td>
<td>Required: Master’s degree</td>
<td>Required: Master’s degree</td>
</tr>
<tr>
<td>Preferred Certifications</td>
<td>PHR, SHRM-CP, SHRM-SCP, SPHR</td>
<td>PHR, SHRM-CP, SHRM-SCP, SPHR</td>
</tr>
</tbody>
</table>

## L4 Leadership, L&D / Organizational Development

**Role Summary:**
- Manage best in class talent management services to support the University of Virginia.
- Responsible for leading and overseeing all strategic initiatives across the Learning & Development/Organizational Development team.
- Oversee a team of HR professionals responsible for preparing, producing, and delivering workforce and training needs for its customers.
- Successful execution of this position will include effective delivery of programs, policies, trainings, and efforts aligned to the broader vision and objectives of the University of Virginia.

## *L5 Leadership, Talent Planning

**Role Summary:**
- Manage best in class talent planning-related activities to support the University of Virginia.
- Responsible for leading and overseeing all strategic initiatives across the Talent Planning team. Functions within the team include onboarding, workforce planning, and succession and career services.
- Work with TM Leadership to align Talent Planning operational requirements to broader CoE/HR goals and manage continuous improvement activities.
- Provide day-to-day managerial support; lead formal employee actions for the Talent Planning team to ensure value add, quality programs, and execution.

<table>
<thead>
<tr>
<th>Years of Relevant Experience</th>
<th>Required: 4 years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education</td>
<td>Required: Master’s degree</td>
</tr>
<tr>
<td>Preferred Certifications</td>
<td>PHR, SHRM-CP, SHRM-SCP, SPHR, or an equivalent professional qualification</td>
</tr>
</tbody>
</table>
## Talent Management
### Leadership Role Summaries

### L5 Leadership, Performance Management/Rewards & Recognition

**Role Summary:**
- Manage best in class performance management as well as rewards and recognition programs to support the University of Virginia.
- Responsible for leading and overseeing all strategic initiatives across the Performance Management and Rewards and Recognition teams.
- Provide oversight/accountability for the Performance Management and Rewards & Recognition teams to ensure value add, quality programs, and execution.
- Create initiatives/programs and processes within PM/R&R, and in coordination with Director, HR Talent Planning, to drive standardization of these areas across entities for similar populations, with considerations for differences where necessary.

**Years of Relevant Experience**
- **Required:** 4 years

**Education**
- **Required:** Master’s degree

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

### L6 Leadership, Workday / Technical Training

**Role Summary:**
- Manage best in class talent management services to support the University of Virginia.
- Responsible for leading and overseeing all strategic initiatives across the Workday / Technical Training team.
- Oversee and manage the body of work and knowledge related to preparing, producing, and delivering relevant training materials for its customers.
- Successful execution of this position will require effective coordination of resources aligned to the broader vision and objectives of the University of Virginia.

**Years of Relevant Experience**
- **Required:** 3 years

**Education**
- **Required:** Bachelor’s degree

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