

Benefits and Wellness Manager

Position Summary

The Benefits and Wellness Manager position is a strategic role designed to manage best in class Benefits and Wellness services to support the University of Virginia. This position is responsible for leading a team assigned to manage and administer the Benefits services, which include health, wellness, retirement and other related programs and the related compliance. The Manager ensures the provision of best in class Benefits-related services to support the University of Virginia's Academic / Administration Divisions or Health System. This position is responsible for developing the Benefits program and plan design, overseeing implementation and ongoing administration. The incumbent will report to the Senior Director, HR Total Rewards and lead a team of Benefits professionals.

Responsibilities and Duties

- Stay current with relevant industry trends, participate in best practice discussions with national peer groups, and position UVA as a leader in Benefits practices. Relates applicable best practices back to team
- Interact and develop key relationships with customer leaders and schools, units, and organizations within assigned service area to understand market forces and business needs
- Administer the University's Benefits plans to ensure competitive offerings, efficient management, and compliance with applicable laws and regulations
- Provide inputs for the Benefits framework within the HR technology solution
- Coordinate closely with HR technology for required system changes
- Assist as requested with Benefits-related issues affecting organizational redesigns
- Model and encourage cross team collaboration
- Evaluate assigned customer satisfaction and manage relationships with business partners
- Develop and manage a diverse team
- Collaborate directly with the Senior Directors of Service and HR Business Partners to address school/unit concerns

Functional Area Outcomes

- Provide transparent, compliant and clearly articulated Benefits philosophy and governance
- Market competitive benefits and wellness offerings
- Deliver leadership education and guidance on benefits strategy
- Manage and measure benefits and wellness key performance indicators (KPI)
- Ensure employer cost sharing remains aligned to Total Rewards goals

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
- 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
- Demonstrate strong organizational skills and attention to detail
- Demonstrate strong and innovative problem solving and analytical skills to thoughtfully and tactfully navigate barriers to progress

Required and Preferred Qualifications

Required Experience: 5 years of relevant experience

Preferred Experience: Experience working in higher education and self-funded insurance plans. Management experience

Required Education: Bachelor's degree

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

Required Computer Applications: MS Office and HR systems