

# HR Supervisor, Health System Talent Recruitment

## Position Summary

The HR Supervisor, Health System Talent Recruitment is a vital role designed to manage best in class Talent Recruitment services to support the University of Virginia. This Supervisor-level position is responsible for overseeing a recruiting team assigned to a portfolio of searches, providing 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. The HR Supervisor, Health System Talent Recruitment is responsible for ensuring that exceptional recruiting services are provided to the Health System and elevates the talent level in all candidate pools. The incumbent will report to the Director, Health System Talent Recruitment and lead a team of Senior Recruiters, Recruiters, and Faculty Search Advisors.

## Responsibilities and Duties

- Manage recruitment operations as well as work with Director to implement strategic approaches to attract qualified candidates to assigned service area in order to assist UVA in achieving its mission.
- Coordinate closely with Director to 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 Health System, working with the Director to identify and remove barriers in coordination with hiring managers and Business Partners
- Interact and develop key relationships with customer leaders and departments within Health System 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

## Knowledge, Skills and Abilities

To learn more about this transformation as well as the competencies expected for all future HR professionals, please visit <https://ufirst.virginia.edu/>.

- Demonstrated ability to establish credibility and influence key stakeholders
- Exceptional customer service skills and ability to navigate complex customer related situations
- Excellent supervisory skills and ability to plan effectively and maximize results to meet both short and long range goals and objectives
- Ability to motivate others to maximize input and accomplish goals, especially after experiencing setbacks
- Excellent communication and presentation skills. Strong organizational skills and attention to detail
- Strong and innovative problem solving and analytical skills to thoughtfully and tactfully navigate barriers to progress
- Successful track record for innovation and working effectively with diverse stakeholders within a complex organization
- Computer proficiency and technical aptitude with leading applications

- Knowledge of pertinent federal and state regulations, filing and compliance requirements, both adopted and pending, affecting talent recruitment

## Required and Preferred Qualifications

Required Experience: 3 years of relevant experience

Preferred Experience: At least one year of supervisory experience

Required Education: Bachelor's degree.

Preferred Certifications: PHR, SHRM-CP, SHRM-SCP, SPHR

Required Computer Applications: Proficient in MS Office.

Preferred Computer Applications: Workday, Salesforce, DocuSign