Title: Director, Leadership Development

Essential Function

Under general supervision from the Sr. Associate Vice President, Human Resources, provide leadership and strategic planning to the Leadership Development department and extend services to the university community. Incumbent is responsible for leadership development of staff and faculty; performance management process, tools and coaching; consulting with leaders across the organization on organizational design and succession management.

Characteristic Duties

- Provide leadership to, and service to the university community; provide senior level advice and consultation in all areas of leadership and performance management.

- Responsible for retention, orientation, leader coaching and counseling, and performance management functions.

- Develop, implement and oversee communications between Human Resources staff and departments/colleges, in accordance with HR departmental goals.

- Implement a comprehensive system of customer service for designated area of responsibility, including, but not limited to ensuring value-added and efficient processes.

- Perform needs assessment of Human Resources activities and create short-term and long-term action plans.

- Develop, implement, and evaluate a system of metrics designed to measure performance; develop best practices and create stretch objectives that provide a high-performance, employee-oriented superior workforce.

- Design, develop, modify and present training programs and workshops for the entire University community.

- Coordinate work group training/development programs.

- Meet with University leaders and staff to assess training needs and to solicit program support.

- Evaluate training programs for quality of delivery, appropriateness of content and effectiveness of material.

- Review and evaluate training materials for purchase and make appropriate recommendations.

- Serve as consultant to University departments who are developing internal training programs.

- Promote positive relationships between Human Resources and internal/external client groups.

- Serve on executive management team, collaborating with directors on university HR issues.

- Direct and manage assigned budget.
• Provide direct supervision to exempt and non-exempt staff (i.e., hiring/termination, performance evaluations, disciplinary action, approve time off, etc.).

• Perform related duties based upon departmental need.

**Minimum Qualifications**

• Bachelor’s degree with seven (7) years experience; Degree must be in Business Administration, Human Resources, Management, or related field. Experience must be in Organizational Design, Learning and Development and/or Human Resources.

*Last updated: April 2013*