

## **Director, Human Resources Job Specification**

### **Job Summary**

Directs Human Resources functions and provides strategic Human Resources vision for Vineyard Church Columbus, including organizational development, performance management and improvement systems, workforce planning, compensation, performance management, talent development, training and equipping, benefits, and employee relations, safety, welfare, wellness and health. Oversees the establishment, implementation and promotion of comprehensive and appropriate Human Resource policies and programs. Provides advice and guidance for decisions regarding the stewardship of the talents of staff focusing on recruitment, engagement, growth and retention of a high performing staff. Ensures that Human Resource programs are aligning with organization's annual and strategic plans. Oversees the reception ministry for Vineyard Columbus.

### **Principle Responsibilities**

- Partner in Leading the Growing Church
- Strategic Partner in Attracting Talent
- Develop Talent
- Ensure Human Resources Plans
- Culture Builder
- Lead Human Resources Service Functions
- Provide Robust Technology Platforms
- Director Responsibilities

### **Core Competencies**

Approachable	Leadership and Managerial Courage	Ability to Give Feedback
Interpersonal Savvy	Business Acumen	Managing and Measuring Work
Spiritual Maturity	Dealing with Ambiguity	Developing Direct Reports
Self-Awareness	Ethics and Values	Motivating Others
Encouragement	Interpersonal Savvy	Integrity and Trust
Priority Setting	Hiring and Staffing	Manages Conflict Well

### **Minimum Qualifications, Education and Experience**

- BS, BA in Business, HR or related field, or a combination of education and experience, **Master in Business**

### **Administration or equivalent preferred.**

- BS, BA in Business, HR or related field, or a combination of education and experience, Master in Business Administration or equivalent preferred.
- 10 + years' experience as an HR leader, SPHR or SHRM-SCP preferred.
- Knowledge areas: Benefits, compensation, hiring, HRIS, HR policies and procedures, employee relations, ADA, ACA, OSHA, strategic and financial planning, organizational development, staff training, budgeting and forecasting, and project management.
- Demonstrated ability to develop effective relationships with senior leaders and proven ability to give wise counsel.
- Broad Knowledge and experience in employment law, compensation, organizational planning, organizational development, employee relations, safety, and training and development.
- Demonstrated ability to lead and develop Human Resources staff members.
- Outstanding oral and written communication skills.
- Basic Word, Excel, Outlook and HRIS.
- Satisfactory background check required for all positions.