HR Lead Role

Basic Function & Responsibility
Plan and direct human resource strategic and administrative activities for University of Michigan Health System Business Units, while also serving as an extension of the HR Consultant role.

Characteristic Duties and Responsibilities
- Develop and implement human resource strategies in partnership with business unit and organizational leadership to improve workforce performance and balance financial and human capital priorities.
- Manage the facilitation and coordination of HR unit workforce strategies and operations.
- Participate as a member of the HR Lead Council to ensure standardization of HR policies, procedures and service delivery. Develop and administer human resource policies, practices, procedures and programs within the business unit in alignment with University and Health System practices.
- Partner in the formulation of business unit strategic planning, operational policies, practices, decisions, systems, and priorities.
- Negotiate valid requirements with business units and maintain service excellence by upholding the service level agreements.
- Provide consultation to business unit(s) on various day to day employee/labor relations issues, the performance assessment process, grievances and dispute resolutions, discipline, leaves of absence, salary program and other compensation issues.
- Represent the business unit for institutional changes or impacts to the unit, i.e. technology, HR/Payroll, contract, regulations or policies/procedures, etc.
- Strategize with business unit leadership regarding HR alignment with the business unit and culture.
- Participate on Health System and business unit administrative councils, advisory committees and other administrative groups.
- Ensure adequate cross training and coverage for all areas of the HR unit.
- Ensure ongoing operational and strategic communication occurs for unit HR staff.
- Maintain partnerships with Central HR Functions such as compensation, recruiting, payroll, organizational effectiveness, etc. and timekeeping.
- Partner with business units to select, develop and evaluate directors, managers and staff.
- Manage/direct day to day work flow and processes of the HR unit team members including development of staff competencies and customer service skills.
- Promote the UMHS Vision for diversity and inclusion.
- Assure compliance with affirmative action and safety programs.

Supervision Received
- General supervision is received from Business Unit(s) leadership and Central HR (Director).

Supervision Exercised
- Functional and administrative supervision is exercised over HR Business Unit Team Members.

Qualifications
- Master’s degree in human resources, labor relations or business management or an equivalent combination of education and experience is necessary.
- Considerable progressively responsible experience in a variety of directly related human resource functions is necessary, to include HR consulting, labor and employee relations, employment, compensation and the interpretation of bargaining agreements as required.
- Considerable knowledge of human resource policy and knowledge of Federal and State labor and employment regulations, affirmative action, and UM policies is necessary.
- Prior management or team leadership experience is highly desired.
- Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR) certification is highly desired.