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JOB DESCRIPTION

Job Title:	Director of Human Resources and Talent Management	Job Series:	ADM
Job Level:	Senior Management	FLSA Status:	Exempt
Reports to:	CEO	Division:	Administrative
Department:	Administrative		

The Company: Inside Edge is a progressive, professional services company headquartered in Eagan, MN. Originated in 2004, the company has grown to be the national leader in Commercial and Senior Living flooring services. We do business with the nation's "Top 40" retailers (i.e. Kohl's, Target, Dick's Sporting Goods, Office Depot, Party City, Best Buy, etc.) and the leading Senior Living Operators (i.e. Brookdale, Sunrise, Holiday, etc.). As an employee-owned company, our unique program approach provides industry-leading pre-project through project close-out support. From site assessment and budgeting to installation we deliver a comprehensive menu of services utilizing proprietary project management technology.

Job Summary: The Director of Human Resources and Talent Management is responsible for overseeing the company's Human Capital Management functions including talent acquisition and development, performance management, compliance management, employee engagement, management generalist support, and leadership development. This position reports to the CEO, is a member of the Senior Leadership Team (SLT), and plays a key role in organizational communications and culture development.

The Director of HR is a champion for the employee-owners and is committed to their personal and professional development while supporting a culture of accountability and excellence. He or she sets the tone within the organization for positive employee engagement, and the alignment of business, cultural, and organizational objectives.

Essential Functions/Accountabilities:

- **Workforce Planning Talent Acquisition and Successful On-Boarding**
 - Facilitates and participates in workforce planning by collaborating with executive and management teams to forecast the skills, behaviors and level of employee engagement that will be required to meet business objectives.
 - Works with the Executive team to ensure succession plans are current and robust for key strategic positions.
 - Maintains job requirements and job descriptions for all positions.
 - Manages the talent hiring system including candidate pipeline, interview processes, and on-boarding effectiveness.
 - Maintains a robust pipeline of candidates for key positions through established relationships with talent search resources including university and technical colleges, associations, and career fairs.
 - Leads the candidate selection process through coordination and counseling with hiring managers.

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- Prepares employees for their entry into the organization through coordinated planning and foundational training programs.
- **Organizational Training and Leadership Development**
 - Uses talent and personality assessment tools to identify individual strengths as well as opportunities to close skill gaps.
 - Acts as an advocate for all employee-owners and collaborates with leadership to provide career-pathing opportunities for rewarding professional development.
 - Develops and maintains a training platform and learning progressions required for key management and leadership positions.
 - Recommends training programs and/or develops customized development programs that will improve individual employee knowledge and skills and prepare future leaders.
 - Facilitates mentoring and job shadowing processes.
- **Performance Management**
 - Maintains an efficient performance management system that identifies both business and personal development goals that are tied to the overall company objectives.
 - Ensures consistent planning, monitoring, and appraisal of employee work by training managers to engage, coach, and if necessary discipline employees.
 - Acts as a partner with managers in performance management discussions and assists with resolving employee grievances.
 - Proposes and maintains management guidelines by preparing, updating and recommending human resource policies and procedures.
 - Advises managers on organizational policy matters such as equal employment opportunity, sexual harassment, FMLA, etc.
 - Conducts independent exit interviews with employees and then initiates supporting feedback for Managers.
- **Consults with the CFO on Compensation, Benefits, and Compliance**
 - Conducts periodic pay surveys and gathers competitive market salary data.
 - Identifies emerging benefit trends and works with CFO and Broker to negotiate and assure a competitive employee benefits program.
 - Educates employees on benefit programs to assist them in maximizing their total compensation package.
 - Utilizes payroll and benefits provider systems to accurately maintain employee records and manage benefit selection, claims, tracking, and monitoring.
 - Ensures legal compliance of applicable human resource labor laws and adheres to employment best practices.
- **Brand Communications and Culture Development**
 - Manages internal and external company communications in a proactive, timely manner to increase employee-owner engagement, understanding, and trust.
 - Leads by example and “lives” the core values of our organization.
 - Leverages all communication vehicles to educate, inform, and increase employee-owner engagement, including internal newsletters, electronic marquee, and in-person or quarterly employee meetings.

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- Builds relationships with a network of other human resource professionals to leverage and learn from their approaches, resources, and methods for developing talent and advancing cultural improvement.
- Acts as an advocate within the public and private sectors for issues relevant to the company, its services and employees, and its philanthropic activities.

Key Characteristics and Competencies

- *Commitment to results* - The Director of HR and Talent Development is customer focused, goal driven, and action oriented. He or she translates broad goals into actionable steps, anticipates and solves problems, and takes advantage of opportunities. They are a self-starter, a true team player, and bring a high level of Emotional Intelligence to the organization.
- *Business savvy* - As a key leader, this position requires a demonstrated ability to understand the business needs of the various functional groups and provide the appropriate set of tools, training, and coaching, required for these groups to achieve optimal performance. They possess strong critical thinking skills and a decisive decision-making capability. They have excellent relationship building skills and a demonstrated track-record of positive engagement.
- *Leading change* - The Director of HR and Talent Development possesses the appropriate leadership and change management skills as well as the required planning, organizational, and administration skills required to drive positive change. They demonstrate good fundamental problem-solving skills, are resilient, and can operate effectively in ambiguous environments.
- *Elevating the Organization* – This position models the five core values and is focused on developing the employee-owners to their full potential. This position develops and implements tailored development activities to elevate individual, managerial, and leadership performance. They deploy simple and effective HR systems to coach and enable the leadership and management teams for consistent employee performance management.
- *Inspiring/Motivating* - This position sets the tone in the organization for energy and commitment to personal growth. This individual knows how to influence and enable others and they demonstrate a high level of awareness about their impact on the attitudes of employee-owners. They are approachable, demonstrate the ability to build trust, and understand how they can inspire action to benefit Inside Edge and its ability to meet customer expectations.

Education and Qualifications

- Bachelor's Degree in Organizational Development or Human Resources related field. Master's degree preferred.
- 15+ years of HR experience. 5+ yrs of Senior Leadership experience.
- Experience building and managing multiple HR functions and systems.
- Thorough knowledge of employment laws and regulations.
- Exceptional organizational skills and process oriented, with a strong entrepreneurial drive. Willingness to roll-up your sleeves and jump in.
- Ability to maintain confidentiality of sensitive information.
- High EQ and an effective communicator through both written and oral skills.
- Ability to build strong, healthy relationships with all kinds of people, at all levels.
- Demonstrated track-record in developing and acquiring talent at management and leadership levels.
- Advanced MS Excel and PowerPoint skills.

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Physical Demands/Working Conditions/Travel

This is a demanding position and requires a high level of energy in order to achieve business plan results. In addition to setting direction, one must be able to establish strong and productive relationships while also conveying a professional and positive image. This position requires a flexible work schedule to meet the demands of talent management and at times, hours may be long and irregular.

This job operates in a professional office environment. Travel will be infrequent but may be required for professional activities or development.

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