
Director of Human Resources

SPAULDING CLINICAL aims to be the clinical research organization by which all others are measured. Pioneering in our approach to redefining how the industry perceives and achieves success; passionate in our pursuit of ingenious solutions that mitigate risk; loving in our care for our volunteers, customers and employees; and heroic in our ambitions to ensure the health and safety of people around the globe - Spaulding Clinical is taking ***research beyond results*** to create a marketplace of safer drugs.

Original Date: 29 Jan 2021

Revision Date:

Position Reports To: Chief Executive Officer

Position Supervises: Human Resources Department

Job Summary:

This position focuses on human resources strategy development and alignment of human resource programs, metrics, best practices and services with the company's strategic plan. Leads human resources staff in development, implementation and management of human resources programs to support the operating units of the company in alignment with the strategic plan, vision and culture. Leads, develops, implements and manages programs in any of the following disciplines: recruitment and retention, employee relations, process improvement, cultural change, performance management, knowledge management, diversity and inclusion, training and professional development, benefits and compensation, and human resources information systems. Acts as senior level advisor on human resources issues to executives and all levels of employees throughout the company. Manages department staff and is responsible for human resources budget.

Essential Duties and Responsibilities:

Employee Leadership and Management (20%)

- Ensures employees understand their roles, responsibilities, and expectations.
 - Provides direction and guidance to employees by clarifying goals and priorities, provides ongoing performance feedback, coaching, mentoring and support. Actively manages the employee performance review program and ensures the program fairly and objectively evaluates performance.
 - Recognizes and rewards employees in a manner that demonstrates appreciation and that fits the employee motivational factors.
 - Will recruit and onboard employees in support of HR and company vision and culture as needed.
 - Encourages and facilitates employee development by identifying development areas, finding training and development activities and resources, and providing support.
 - Cascades and communicates appropriate information to staff timely and effectively.
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Human Resources Strategy and Planning (15%)

- Provides leadership in developing and executing human resources strategy in support of the overall business plan and strategic direction of the organization.
 - Provides strategic leadership by articulating Human Resource needs and plans to executive management.
 - Function as a strategic business advisor to the executive/senior management regarding key organizational and management issues.
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Human Resources Management and Implementation (15%)

- Develop HR implementation plan to support the achievement of business objectives and strategies.
 - Provide overall strategic leadership, continual improvement, communication and vision to the HR function and team by overseeing talent acquisition, career development, succession planning, retention, training and leadership development, performance management, and compensation and benefits.
 - Continually assesses and improves the competitiveness of all HR programs and practices.
 - Identifies key metrics and monitors the progress of important initiatives, programs and HR disciplines and generates a clear, measurable impact on employees and the company.
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Recruitment and Retention (15%)

- Develop a comprehensive strategic recruiting and retention plan to meet the human capital needs.
 - Leads recruitment efforts from concept to hire for key organizational positions.
 - Develops and implements process improvement and tools to support recruitment.
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Internal Communication (15%)

- Develops, executes and implements internal communications strategy.
 - Drafts organizational communications.
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Project Management (10%)

- Researches, develops, implements and manages human resources programs.
 - Leads special projects related to corporate strategy and initiatives.
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Employee Relations (10%)

- Responds to and resolves employee relations issues and concerns in a timely manner.
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Core Competencies

Leadership (30%)

- Demonstrates a sense of responsibility, accountability, and dedication to the success of the company and team. Works to maximize results and achieve measurable outcomes.
- Champions the company vision, mission, goals, and service offerings.

- Encourages a productive, positive atmosphere that influences and inspires others and recognizes, motivates and develops others for high performance.
- Demonstrates a proactive approach to communicating, seeking information within and across disciplines, and resolving problems with clients and coworkers.
- Addresses performance issues with plans that include feedback, coaching, training, and monitoring progress.

Outcome Driven (40%)

- Overall is driven, energetic, and is action and results-oriented.
- Identifies and implements process improvements and innovative measures, conducts research on new and innovative ways to do things, and implements those best designed to produce measurable outcomes.
- Embraces and champions new ideas and encourages others to do the same.
- Makes a proactive effort to increase their knowledge of the Contract Research Organization industry and HR industry including market conditions, trends, and other competitive information that can affect the goals and interests of the organization.
- Ability to strategically and tactically evaluate and implement sophisticated HR related programs and initiatives.
- Approaches challenges with an open mindset.

Interpersonal (30%)

- Enthusiastic attitude and inspires others to adopt and sustain support for change.
- Works across boundaries to create and contribute to an inspirational work environment.
- Seeks feedback for the purpose of continuous improvement and actively listens with an open mind.
- Hears the content of what people say, sensitive to their feelings and letting them know they are being heard; draws conclusions and formulates responses after actively listening.
- Addresses conflict and contributes opinions in a direct and open way at the time of the discussion; initiates one-on-one conversation with an individual to resolve issues; does not triangulate.
- Able to work with a variety of organizational leadership to build consensus around HR strategy and tactics.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to sit, stand, walk, reach with hands and arms, and use hands along with fingers, to handle or feel.
- Specific vision abilities required by this job include clarity of vision both near and far.

Hazards:

- Potential for exposure to toxic or caustic chemicals.
 - Potential for exposure to blood borne pathogens.
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Education and Experience:

- Bachelor's degree in human resources management or related discipline or equivalent experience.
- Previous experience in a human resources director capacity to include recruitment, retention, employee relations, process improvement, cultural change, performance management, training, employment laws, diversity and inclusion, professional development, benefits and compensation.
- Minimum of 5 years in successfully leading a HR team.
- PHR or SPHR Certification preferred.

Other Information:

- Work may be necessary outside normal office hours depending on workload and schedules.
 - Must maintain confidentiality.
 - This position serves as a member of the executive team.
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Spaulding Clinical Research management has the discretion to hire personnel with a combination of experience and education which may vary from the above listed skills and qualifications.

This is to acknowledge that I have read and understand the above job description. This copy supersedes any others previously distributed. I further understand that Spaulding Clinical may change, add or delete any essential duties and responsibilities described at its discretion with or without prior notice.

Employee Name (Printed)

Date

Employee Signature