**Director of Human Resources and Compliance**

**Westminster Canterbury on Chesapeake Bay**

3100 Shore Drive Virginia Beach, VA 23451

**JOB DESCRIPTION**

The Director of Human Resources and Compliance will be responsible to provide oversight to ensure corporate compliance and consistency in meeting both external and internal requirements. This includes legal compliance and customer expectations. Responsible to Partner with leaders, managers and team members throughout the community to ensure that the process and procedures are properly applied to project and function delivery. Where appropriate, advise on changes and process improvements; identifying and implementing training, tools and processes.

This position will also lead and manage the Human Resources team and HR operations; and is responsible for the operations of our community's Human Resources philosophy and programs. Must ensure that the HR team effectively partners with departmental leaders and Executive Team members to work to achieve engagement and a great work environment for our employees.

The Director of Human Resources and Compliance reports to the Chief Executive Officer, providing counsel, advice and support to Executive Team members. Expected to serve in a collaborative style; exerting influence, and facilitating accountability, and providing service to the Board of Trustees as required.

**RESPONSIBILITIES**

* Partner with managers and team members throughout the community to ensure that the process and procedures applied to project delivery are functioning properly. Where appropriate, advice on changes and how to implement them and provide training, tools and techniques to enable others to achieve quality standards.
* Creates and delivers communications and activities that promote employee understanding of goals of the community, include current events in the planning and implementation of those goals, and that provide opportunities for employee input and influence into events where appropriate.
* Develops and oversees implementation of Human Resources related policies and programs that reflect the mission and values of the community, meet the needs of the organization, and are in compliance. Ensuring the project specific process, procedures and work instructions are documented, controlled and communicated effectively.
* Monitors employee related procedures throughout the community to assure consistent quality in hiring, orientation, training, and application of policies. Ensures employee engagement and satisfaction are measured to ascertain success of programs.
* Reviews all benefit and wage programs, working with consultants as needed, to maintain current and competitive programming that attracts and retains quality team members while remaining affordable to the community.
* Oversees development, implementation and evaluation of management and leadership development programs to strengthen skills of leaders to meet the current and future needs of the community.
* Prepares and manages comprehensive Human Resources capital and operations budgets to ensure financial resources are available to support agreed upon Human Resources programs.
* Analysis of the effectiveness of all human resources efforts both financially and in terms of whether they produced the company's needed objectives and outcomes. Devise and establish project specific quality procedures, standards and specifications with key managers in the project team.
* Ensures effective and efficient Human Resources information systems support the goals and objectives of the community. Consults with legal counsel and external consultants as needed. Oversee employment law compliance and compliance to regulatory concerns.
* Advises senior management on latest trends, developments, and legal requirements affecting employees and the community. Serves as liaison to Board of Trustees on executive compensation and benefits matters.

**QUALIFICATIONS**

* Bachelor’s degree in Business, Human Resources Management, or similar related to position or equivalent experience.
* Minimum 5 years’ experience in a similar role, managing the quality assurance aspects of complex, cross functional projects.
* Several years of demonstrated hands-on leadership in Human Resources.
* Knowledge of Employment law and regulations.
* Excellent written communication skills with the ability to prepare reports, presentations, project documents, etc.
* Excellent organizational skills with a proven ability to meet deadlines
* Proficient in Microsoft Office software and Google applications.
* Strong interpersonal, management, and leadership skills.
* Conflict resolution, problem solving, and mediation skills.
* Demonstrated flexibility, perseverance, and multi-tasking skills.
* Ability to align Human Resources and quality initiatives to the community objectives.
* Demonstrated excellence in public speaking and presentation skills.
* Strong operational and managerial focus.

**BENEFITS**

* Health & Dental Available Day 1 for new employees!
* Dental Insurance
* Life Insurance
* Long-term Disability Insurance
* Medical Insurance
* Short-term Disability Insurance
* Employee Assistance Program
* Retirement Plan with employer match
* Paid Time Off (PTO)
* Employee Discounts
* Excellent Advancement Opportunities
* Scholarship Program for Employees/Family Members
* Tuition Assistance
* Six paid holidays
* Vision