

JOB DESCRIPTION

Position Title: Director of Human Resources

Reports to: Executive Vice President & Chief Operating Officer with a dotted line to the President & CEO

Classification: Exempt

Date: October 2021

I. Summary/Objective

The Director of Human Resources is responsible for developing and executing Buffalo Toronto Public Media's People strategy, as well as partnering with leadership to reinforce BTPM's organizational culture. Reporting to the Chief Operating Officer (COO) with a dotted line to the CEO, this position will serve as a thought partner to the CEO, COO and management team, providing guidance on leadership, employee relations, talent acquisition, mentoring, compensation, performance management, organizational design and change, diversity and inclusion, talent development, employee engagement, and employment policies, ensuring the organization possesses the people, skills and capabilities to develop and execute the mission of the organization. As a member of the senior leadership team, this position partners with organization leaders to provide consultative support and counsel, and align needs and people strategies to support the organization's mission.

II. Essential Functions

1. Develop and implement a comprehensive strategic recruiting and retention plan that aligns with the overall mission and goals of the organization, resulting in a high-performing culture of success, accountability, transparency, and collaboration.
2. Act as a strategic partner to all members of the executive team, especially to the CEO and COO, and provide insightful, innovative thinking and problem solving on critical HR issues.
3. Optimize the People operational functions (benefits, compensation practices, employment policies, health and safety), modernize, and refine key processes and activities aligned toward achieving strategic objectives/goals.
4. Champion DE&I initiatives through thought leadership and engagement strategies that will drive greater inclusion.
5. Enhance the recruitment pipeline by utilizing BTPM staff and media and leveraging community partnerships.
6. Build the next generation of high potential talent, implement process for early identification, career accelerator opportunities and leadership awareness.
7. Drive and execute succession planning/people forecasting with the organization, focusing on critical roles, developing talent maps and re-enforcing development plans and actions.
8. Oversee compensation strategies in concert with the Chief Operating Officer and Assistant Vice President, Finance.
9. Lead the TIAA retirement plan, chair the committee, ensuring the plan is robust and beneficial for all employees.
10. Oversee and direct the development and administration of the Human Resources Department annual budget
11. Drive employee engagement through employee feedback mechanisms for employees to influence the continuous improvement of the organization's culture, such as New Employee Check-ins, 90 Day Follow up, Staff Advisory Committee meetings, annual employee engagement survey, employee focus groups, one-on-one meetings.

III. Required Education and Experience

1. Bachelor's Degree in a related field required, Master's degree preferred.
2. 10+ years' experience in Human Resources; experience in a media environment is preferred but not required
3. 6+ years' experience progressing in HR leadership roles
4. Strong knowledge of federal and state employment laws and regulations
5. Demonstrated ability to drive change with best practices, improve talent and be a positive, respected leader with a proven ability to think strategically and creatively.
6. Excellent written and verbal communication skills
7. Good motivational, conflict resolution and problem solving skills
8. Strong relationship management skills with a tactful, diplomatic, collaborative demeanor

IV. Supervisory Responsibility

This position manages all employees of the HR department.

V. Position Type/Expected Hours of Work

This is a full time position, Monday through Friday during core hours of 8:30 a.m. to 5 p.m. Flexibility in work hours for before and after regular business hours and weekend work may be necessary.

VI. Travel

Travel is primarily local during the business day, although some out-of-the-area and overnight travel may be expected.

VII. Physical Demands

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary.

VIII. Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

IX. EEO Statement

Buffalo Toronto Public Media is an Equal Opportunity Employer committed to excellence through diversity and inclusion.