



POSITION DESCRIPTION

Position Information

JOB TITLE: Senior Director of Global HR

GRADE: E11

REPORTS TO: CFO

HRS WKD PER WEEK: 40+

Location Information

Division (s):

- Ministry Support
- Resource Development
- Publishing
- Outreach
- Ministry Services
- IT
- Office of the President
- Communications
- Human Resources
- Marketing & Sales
- Other

Geographic Location (s):

- Colorado Springs
 - Miami
 - Other US location
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Department: HR

Department Number: 171

Additional Information

Effective Date: 10/1/2019

Status: New
 Revised

POSITION DESCRIPTION
Senior Director of Global HR
Exempt

Purpose

The **Senior Director of Global HR** provides strategic human resources leadership to the global leadership team.

Primary responsibility is to align and execute the HR strategy to influence missional success. This includes: HR administration, talent acquisition, performance management, global organizational design & effectiveness, employee development and engagement.

Scope:

This position will have daily interaction with Vice Presidents, directors, managers and supervisors of all departments at Biblica's GMSC along with interaction with Area Executive Directors of the area offices, banking personnel, auditors, vendors and customers. A minimum of supervision is provided: general guidelines and assistance will be provided for each job function.

Responsibilities: - Leadership, Responsibilities and Performance:

A. Specific tasks and duties:

1. Develops global organizational strategy, contributing information, analysis and recommendations to human resources alignment with Biblica's global organizational objectives.
2. Implements human resources strategies through talent acquisition, staffing, onboarding, compensation, health and welfare benefits, training and development, global HRIS systems, succession planning, and staff relations and retention.
3. Establishes and maintains effective working relationships with key department and functional leaders to understand current and future organizational challenges.
4. Provides performance management guidance to all staff to include coaching, counseling, career development and disciplinary action. Works closely with management and team members to improve working relationships, build employee morale, increase productivity and retention.
5. Annually reviews and makes recommendations to executive management for improvement of the global organization's policies, procedures and practices on personnel matters.

6. Maintains knowledge of industry trends and employment legislation and ensures organization's compliance. Maintains responsibility for organization compliance with local legislation pertaining to all personnel matters.
7. Communicates changes in the organization's personnel policies and procedures and ensures that proper compliance is followed.
8. Assists executive management in the annual review, preparation and administration of the organization's compensation program.
9. Consults with legal counsel as appropriate, or as directed by the CFO, on personnel matters.
10. Works directly with department managers to assist them in carrying out their responsibilities on personnel matters.
11. Recommends, evaluates and participates in staff development for the organization.
12. Develops and maintains a human resource global information system that meets the organization's personnel information needs.
13. Supervises the staff of the human resource department.
14. Participates on committees and special projects and seeks additional responsibilities.

Reporting Relationships

This position reports directly to the Biblica CFO. All global HR positions (full or part-time) report to this position.

Qualifications and Competencies

- Strong personal commitment to Christ and Biblica's Purpose, Mission Statement and Statement of Faith.
- BS degree in Human Resources or business related along with 10+ years of progressive Human Resources professional experience with evidence of aligning HR strategy to business strategy.
- Masters in Human Resources or MBA, preferred
- Global HR leadership experience, preferred
- Business travel up to 15% globally.
- High integrity – truthfulness, ability to keep confidences
- Strong oral and written communication skills, organizational skills.
- Ability to complete tasks in a timely manner
- Proficiency in Microsoft Office Suite, required

The above job description is intended to describe the general nature and level of work being performed by staff assigned to this position. It is not intended to be all-inclusive as other duties as assigned are to be completed.