

Hr Director Job Description template

HR Director Job Description Template/Brief

We are currently looking for an HR Director to head our Human Resources division and develop and implement human resources policies and best practices that align with the company's strategic goals.

HR Director Job Profile

A human resources director is the department's most senior HR professional, responsible for making executive HR decisions on policies, procedures, and strategies. They are a level higher in the organization's structure than HR managers. On the other hand, smaller companies do not distinguish between the two positions and assign them equally.

The human resources department is an essential component of every firm, ensuring seamless operations, the availability of competent human capital, and strong interpersonal ties. This department comprises several HR specialists, including the HR manager, HRBP, HR generalist, and HR analyst. However, this personnel does the job; it is supervised, directed, and evaluated by the human resources director.

Reports To

- C suite

HR Director Responsibilities

- Work with senior leadership to understand the organization's staffing, recruitment, and retention goals and strategies
- Plan, lead, create, coordinate, and execute policies, processes, training, projects, and surveys to meet the human resource compliance and strategy needs of the organization
- Manage human resource programmes such as compensation, benefits, and leave; disciplinary issues; conflicts and investigations; performance and talent oversight; productivity, praise, and confidence; occupational health and safety; and training and growth
- Determine staffing and recruitment requirements; create and implement best practices for hiring and personnel management
- Conduct organizational trend research and analysis, including an assessment of metrics and reports from the organization's human resource information system (HRIS) or talent management system
- Monitor and assure compliance with federal, state, and local employment rules and regulations and offer best practices; evaluate and adjust policies and processes to guarantee compliance
- Maintain awareness of human resources, talent management, employment law trends, best practices, regulatory changes, and new technology; use this expertise to convey changes in policy, practice, and resources to top management
- Create and implement the departmental budget
- Assist HR employees with professional growth, training, and certification

HR Director Requirements & Skills

- A Bachelor's degree or equivalent in Human Resources, Business, or Organization Development
- Ten or more years of innovative leadership in Human Resources positions
- Extensive knowledge and expertise in the areas of employment law, remuneration, organizational planning, organizational growth, employee relations, safety, and training and development
- Superior oral and written communication abilities
- Outstanding interpersonal and coaching abilities
- Proven ability to lead and grow Human Resources personnel
- Proven ability to be a successful member of the executive management team that offers corporate leadership and direction
- Demonstrated ability to successfully communicate with the company's Board of Directors
- Extensive computing experience in a Microsoft Windows environment. Excel and database administration and record-keeping abilities are required
- General understanding of various labour laws and procedures
- Prior administration experience with benefit and compensation programmes, as well as other Human Resources initiatives
- Evidence of a high level of secrecy in practice