**Chief Human Resources Officer**

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| Position Number: | 00010244 |
| Department: | Human Resources |
| Campus: | University Services |
| Date of Issue: | December 2013, Revised March 2021 |

**I. Primary Purpose of Position**

The Chief Human Resources Officer (CHRO) provides vision and creative leadership for all human resources activity for the University of Maine System (UMS) and its six universities in all areas of strategic human resources management. Reporting to the Chief of Staff, the CHRO works closely with UMS Senior Leadership and Legal Counsel, Presidents, University HR Leaders, and other UMS Senior Managers to ensure Strategic HR practices, perspectives and trends remain a System priority. The CHRO leads a system-level operation responsible for organizational development, policies and programs covering employment, equal opportunity, compensation, benefits, performance management and training, employee relations, wellness programs, labor relations, staff recruitment and retention, HR management information systems, and compliance with all applicable federal and state laws and UMS policies. As Chair of the UMS HR Leadership Team, the CHRO is responsible for strategic human resource policy, planning, and resource management in order to provide UMS with the best workforce talent available and to give UMS a competitive institutional advantage in workforce development and in its service to the people of Maine.

**II. Essential Duties**

1. Is a lead participant in the development of UMS strategies and their impact on people. Translates these strategies into HR strategic and operational plans. Supports individual UMS universities as they align their plans with UMS strategies.
2. Supports and, where appropriate, leads change management at the System level in order to implement UMS strategic plans and achieve the UMS goals.
3. Works in a consultative manner with UMS Senior Leadership, UMS Presidents, University HR Leaders, and other University Senior Managers to resolve complex human resources issues.
4. Serves on UMS committees important to HR functions and participates with other senior managers in cross-functional groups and committees critical to UMS’ success.
5. Represents UMS on HR issues to internal and external stakeholders and organizations including legislative committees, bargaining agents and the media.
6. Staffs the University of Maine System Board of Trustees Human Resources and Labor Relations Committee. Prepares and presents policies, strategies and programs related to all areas of HR for Board of Trustees review, discussion and approval.
7. Develops and manages the budget of University Services Human Resources and appropriate project budgets. Provides resource management oversight for all UMS HR budgets together with the members of the UMS HR Leadership Team. Provides oversight for significant budget and financial transactions related to employee compensation and benefits programs.
8. Plans, develops, organizes, implements, directs, and evaluates the UMS human resources function and performance, including:
   1. Provides leadership for the development and maintenance of rigorous HR information management systems, including human resources and payroll information systems in an integrated enterprise resource planning environment.
   2. Provides leadership to and direct supervision of the directors of compensation and benefits, labor relations, equal opportunity, and learning and organizational development in order to provide an integrated, comprehensive human resources program, including employee relations, employee development, compensation and benefits, collective bargaining, equal opportunity and affirmative action, payroll, and human resource information systems.
9. Develops compensation and benefits programs designed to be competitive in the labor market, internally equitable, and provide motivation and rewards for effective performance. Provides programs that encourage employee/UMS partnerships to promote the health and welfare of employees in the workplace.
10. Develops human resource planning models and programs to identify and fill competency, knowledge and talent gaps within UMS. Areas of activity may include succession planning for key positions, training and development programs, and staffing strategies.
11. Coordinates closely with legal counsel regarding employment law matters and provides leadership in areas of risk management and compliance with federal and state laws and regulations related to human resources and employment.
12. Ensures effective outreach, communication and feedback mechanisms between campuses and University Services HR to ensure two-way communication, feedback and collaboration.

**IV. Supervisory Responsibilities**

Responsible for the supervision and development of the HR leadership team into a collaborative, high-performing entity, tasked with the strategic leadership and supervision of the UMS HR enterprise.  This includes establishing supervisory responsibilities for each HR function and campus leadership in alignment with the overall UMS business strategy and objectives.

**V. Reporting Relationship**

Reports to the Vice Chancellor for Strategic Initiatives and Chief Legal Officer (Chief of Staff)

VI. **Required Core Competencies**

The incumbent is a credible activist for strategic human resources as well as a successful experienced change champion, capability builder, strategic positioner, HR innovator and integrator, and proponent for the effective application of technology. The incumbent will also possess proficiencies in:

* Organizational leadership and navigation
* HR technical expertise and practice
* Relationship management
* Consultation
* Communication
* Global and cultural effectiveness
* Ethical practice
* Critical evaluation
* Business acumen.

**VII. Required Knowledge, Skills and Abilities**

1. Demonstrated ability to provide consultative, visionary and creative leadership in a change-oriented work environment and to translate those plans into programmatic and tactical work.
2. Superior oral and written communication skills.
3. Strong process orientation.
4. Creative approach to problem solving.
5. Demonstrated capability to develop and maintain effective relationships with senior leaders, managers and employees in a team-oriented and complex environment/organization.
6. High ethical standards.
7. Knowledge and experience in team building, facilitation, conflict resolution and crisis management.
8. Demonstrated leadership for the development and implementation of rigorous information management systems in an integrated enterprise resource planning system.
9. Strong qualitative and data analysis skills.

**VIII. Qualifications**

***Required***

1. Master’s degree or the equivalent in experience and training.
2. Ten or more years of broad-based, progressively responsible human resources management experience, including experience in senior-level management.
3. Demonstrated success in leading change in large, complex organizations.
4. Experience in managing complex, multi-year projects.

***Encouraged***

1. ​Experience and training in labor relations and a multi-union environment and
2. Experience working in higher education.

**NOTE: University Services reserves the right to assign reasonably related duties and to change or reassign job duties.**

# Signatures

The signatures indicate the employee and immediate supervisor have reviewed the job description and had the opportunity to edit the document.

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| Employee |  | |  | Date |  |
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| Immediate Supervisor | |  |  | Date |  |