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# Example of Senior Director, Human Resources Job Description

Our innovative and growing company is hiring for a senior director, human resources. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for senior director, human resources

* Gather and analyze trends and data to diagnose issues that hinder or prevent business success
* Builds organizational capability through development and/or facilitation of appropriate senior leadership team (i.e., team effectiveness, goal development and alignment, manager capability)
* Responsible for setting talent acquisition and talent management strategy
* Owne and drive a portfolio of global HR projects for Global DA
* Create and maintain strategic partners with clients and managers to ensure that HR strategy is aligned with those of the business
* Consolidate and summarize priority initiatives into the HR Strategy
* Provide oversight to the transformation Project Management Office (PMO) -- Ensure efficient and simple routines and templates are in place to support PMO activities
* Design and lead initiatives to drive the change in HR - Identify, prioritize and recommend possible actions to drive the HR journey
* Act as a sponsor delegate for change initiatives in HR
* Develop recommendations for changes to HR’s processes, operating model or technology

## Qualifications for senior director, human resources

* Strategic thinker hands on operator
* Minimum 8 years supervisory experience in HR department
* Prior experience in labor relations strongly preferred
* Hands-on Human Resources leader with proven experience leading the HR function within a high paced, digital driven organization
* Must have working knowledge of CA employment law, recruitment, selection and retention initiatives, EEO, EEOC, benefits administration, labor relations, affirmative action
* Must be knowledgeable of compensation systems, design and our goal of pay for performance