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# Example of Senior HR Manager Job Description

Our growing company is looking for a senior HR manager. 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 HR manager

* Verifies that the appropriate improvement methodology and tools are being properly applied to all HR Continuous Improvement initiatives in which they are supporting & ensure project completeness
* Assures statistical methods of data collection and analysis are used in the evaluation of proposed process changes for all projects or initiatives
* Establishes and maintains an effective system of communication throughout the Project and with the other key project Stakeholder’s and key Customers
* Implement process improvements to improve program/project execution and overall quality/customer satisfaction
* Contributes to strategies for risk mitigation and contingency planning leads the planning and scheduling of project deliverables, goals, and milestones
* Determines schedules for project/program implementation from design and development through deployment
* Develops project reports on a regular basis communicating resulting performance against all projects under their management
* Prepares, monitors, and reports on the overall continuous improvement metrics for all project for which the manage
* Contributes to the Continuous Improvement & Project Management team and ensures strong support as need for any initiative by the HR Director Continuous Improvement & Project Management and HR Service and Solutions Team
* Provide guidance and counsel to business leaders throughout all phases of the change management life cycle (ie structure changes and DHL cultural changes)

## Qualifications for senior HR manager

* Project management experience (leading wide scope projects for a region) is required
* A true business partner at Director/VP level, able to translate the business priorities into effective HR programs, with focus on strengthening the organization and leadership
* Able to work in a complex matrix organization, dealing with the regional and Business Units' leaders, the colleagues within the Division and the HR centers of expertise at EMEIA level, which will require great influencing and leadership skills, strong process management skills
* Bachelors Degree with focus in Human Resource Management, Business Management, or similar
* The Data Governance Manager serves as a point of escalation for governance, data quality and protection issues and will work closely with Business and Functional area leadership to improve the quality and value of core data assets, respond to regulatory protection requirements support the strategic requirements of the department
* Collibra experience a plus