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# Example of Senior Manager HR Job Description

Our company is growing rapidly and is looking to fill the role of senior manager HR. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for senior manager HR

* Engage HR COE partners as appropriate to ensure opportunities are addressed systemically and consistently, with a focus on creating a culture of continuous improvement
* Mitigate risk by ensuring Tier 0, Tier 1, Tier 2, Tier 3, and legal processes meet desired SLAs
* Will have a direct hand in developing and executing strategies around Team Member development that will drive business outcomes across Sales and Service
* Will be an integral part of the HR leadership team and will need to have a strong business acumen by understanding every aspect of the operations side
* Responsible for leading projects, interacting with leaders, executing analyses, driving constructive arguments to fruition and preparing clear, concise, and compelling presentations for leadership
* The above will require thinking big, using data to guide work, challenging convention, and in some cases, reinventing how work is done
* Work closely with a cross-functional group of subject matter experts to design and execute a strategy for how we staff, onboard, develop, motivate, retain, and organize work
* A core part of this work will be to roll out programs to support Hilton Team Members, including how we enhance (or even redefine) our culture, compensation philosophy, leadership development, talent mobility, performance management programs, and employee engagement
* Lead succession planning, performance management, and talent review processes
* Provide guidance around career planning, performance management, data analysis, compensation and rewards, learning and development, strategic development, and even employee relations

## Qualifications for senior manager HR

* Change tool and methods knowledge/process experience
* Process change skill set and experience
* Significant program management experience with the demonstrated ability to be strategic and innovative
* Experience at a start-up or digital media company highly desired
* Generalist experience in a manufacturing environment
* Will consider minimum of five years of exempt-level experience with a Masters degree in Business or Human Resources