



# Example of Regional HR Manager Job Description

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Our growing company is hiring for a regional 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 regional HR manager

- Coordinates timely attendance at hospital orientation and all mandatory continuing education programs for employees
- Regularly attends nursing leadership meetings and takes personal responsibility for the quality and integrity of nursing administration
- Regularly participates and completes special projects
- Maintains current records on all employees at unit level to include yearly certification, current licensure, evidence of continuing education and compliance with unit competencies
- Maintains an open communication with staff on organization, national health care and professional issues
- Promotes sound staffing practices by optimizing the utilization of human resources keeping in line with established bench marking and acuity data
- Utilizes individual patient classification system which predicts nursing care requirements by shift, and maintains documentation to discern trends and patterns of nursing care delivery by shift and staff mix in the daily staffing of the unit
- Performs the scheduling function
- Facilitates unit work flow and teamwork
- Assists in and understands YTD compliance with labor hour benchmark per unit of service

## Qualifications for regional HR manager

- Experience supporting a diverse, complex, service and production environment
- 5+ years of experience managing human resources ideally within a shared service environment
- Experience of managing and negotiating service level agreements with many differing parts of an organization
- Knowledge of best practices in shared services, leveraging new technologies
- Experience in industry is preferred
- Shift flexibility is critical in our environment, to meet the needs of our 24/7 environment