

Senior HR Manager

Reports to: Director Organizational Development

Role Description

Establishes the strategic functions of the company's Human Resources including; professional workplace training, employee relations, benefits, payroll, compensation, HRIS management, Risk Management – Compliance and HR Policy.

The Senior Human Resource Manager role is to focus on strategic functions and ideas that must be planned in the present to benefit the company in the future both near and long term.

Role:

The Senior Human Resource Manager:

- Develops the strategic direction of the human resource department, system and process approaches and manages change to create an outstanding environment within the organization
- Drives the efficiency of strategies and systems to promote employee retention and engagement at all levels of the business and to create Dewey's as a top workplace
- Performs benchmarking, survey and data-driven analysis to consistently take Human Resources and Dewey's to the next level

Responsibilities:

As Senior Human Resource Manager, my first responsibility is to at all times support the following four areas:

- Our Vision, Strategy, Purpose, and Values
- Defining and modeling our Culture!
- Our Organizational Performance
- Driving Change to improve our performance

As Senior Human Resource Manager, I:

- Establish and drive human resource strategy and solutions to develop programs and policies that make Dewey's a top workplace
- Drive the human resource function utilizing data-driven information to guide and determine human resource options and strategies in Leadership professional workplace training, employee relations Benefits, Payroll, Compensation, HRIS, and Risk Management – Compliance and HR Policy. Ensure accurate and timely processing of human resource related processes such as payroll and benefits
- Ensure we are in compliance with all requirements and reporting for all human resource and payroll related functions
- Through benchmarking and data-information provide CFO and DOD with recommendations on employee benefits that work best for our brand
- Development and implementation of leadership training in human resource related areas
- Establish and recommend compensation programs to drive employee engagement and retention

- Supports performance management strategies and aids DOD in determining solutions that fit Dewey's
- Ensures regular on-time delivery of performance feedback and reviews to team members to drive employee engagement
- Ensure best in class work environment to produce strong and agile teams, sharpen differentiating characteristics and ultimately focus on the goal of company vision and support strategy
- Drives efficiency in human resource related processes and administration
- Stays abreast of employment law, regulations and trends and makes recommendations to ensure compliance and risk management
- Acts as a culture champion supporting Dewey's Purpose, Vision, Values and Conscious Communication tools incorporating into human resource processes and policies
- Acts as a champion to more effectively use the conscious communication tools in support of an even better understanding of our goal achievement and task responsibility using Values in decision making. Our organization operates more thoughtfully and efficiently than ever fortifying our already strong culture
- Role model effective coaching to the human resource team and all team members. Their performance and the effective performance of the HR team is, ultimately, my *direct* responsibility
- Represent the Brand to our guests and our community at large
- Ensure the human resource team runs from a fiscally sound position. We are fiscally responsible with my leadership, mentorship, and guidance to the HR Team
- Ensure our HR team feels like they're supported; that they have the tools they need and can accomplish all that's asked of them!
- Work with the HR Team to guide decision making, promote effective use of resources to run and grow the company
- Ensures metrics and data are available to all to operations and leadership, as well as to the HR Team in order to assess the effectiveness of initiatives and accurate forecasts of future initiatives
 - The company has what is needed to make metric-based decisions
- Hold regular team and individual meetings with the HR team to discuss:
 - Goals/objectives and competencies
 - Strategic planning and initiatives
 - Resources available for the initiatives we are planning to undertake

Qualifications:

Ideal Candidate Qualifications and Experience:

- Minimum 10+ years of human resource experience
- Bachelor's Degree in Human Resources, or equivalent experience
- Graduate degree in Human Resources or Business Administration or equivalent welcomed, but not necessary
- Demonstrated human resource experience for a company our size with similar budgets and resources
- Adept at gathering and analyzing data for understanding needs and evaluating outcomes vendor management experience

- Strong project management skills
- Willingness to travel
- Schedule flexibility to participate in activations with varied hours varied days of week
- A passion for people and their development
- A love for expansive and creative thinking
- An analytical and rigorous approach to uncovering insights
- High emotional intelligence and empathy for human behavior and organizational psychology
- Excellent verbal/written communication, facilitation and presentation skills
- Impeccable Organization Skills
- Works well individually and is self-directed
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm
- Impeccable judgment with the ability to make timely and sound decisions
- A balance of humility and confidence, always seeking truth from a place of inquiry
- Innovative in solving problems and in handling tasks and responsibilities
- Highly motivated and committed to excellence. A doer!! / Someone who is energetic and wants to get out there and make things happen in strategic and hands-on way
- Possess a strong business knowledge, understanding of a variety of business practices, and familiarity with the restaurant industry