Job Title: **Vice President of People & Culture**

FLSA Status: Exempt 

Reports to: VPR CEO/President, interim Vermont PBS CEO

Leadership Level: Leadership Team

**POSITION SUMMARY:**

The Vice President of People and Culture helps create an environment that is highly productive, meaningful, inclusive, and enjoyable for all people who work at VPR and Vermont PBS.

This is a shared position that separately supports the work of both VPR and Vermont PBS as they plan to merge (anticipated on July 1, 2021) into a new organization, and then this position is expected to lead all HR functions in the new organization.

VPR and Vermont PBS are leading non-profit public media organizations, with combined full-time staff of more than 100 and combined audience of more than 400,000 people a month. Both organizations are independent platforms for news, information, education, music and cultural exploration for the people of Vermont and the region.

The Vice President of People and Culture serves separately on the senior leadership team of both VPR and Vermont PBS and oversees the development and implementation of human resources strategies, systems and policies, plans and services, including recruitment, selection, legal compliance, employee benefits, compensation, employee relations, diversity equity and inclusion, employment practices and procedures, employee communications and events.

**CULTURE:**

VPR and Vermont PBS, our mission and core values are brought to life by our cultures. VPR and Vermont PBS are both mission-driven cultures, working to engage communities and enrich lives through culture and education. We seek diversity in our personnel, our content, and our audience, and are committed to inclusiveness. VPR and Vermont PBS invest in the future of our employees and fosters transparent relationships with listeners, contributors, and members of the community. We practice the highest standard of journalism and public service and we steward the resources entrusted to us with integrity, prudence, and accountability. We strive to live these values in our lives, while maintaining a sense of joy and humor in all we do.

**ESSENTIAL FUNCTIONS:**

1. Supervision of HR generalists and other HR-related employees, as needed.

2. Demonstrate a commitment to equity, excellence and high expectations for all staff and volunteers by creating organizational policies and structures that remove barriers and foster inclusion for all.

3. Ensures that the organizations develop high-performing, mission-driven culture by strategically gauging staff morale, addressing organizational issues while providing HR solutions and increasing organizational effectiveness and health, through planned interventions in the organization's processes

4. Participates in strategic planning for the organizations. Provides leadership and consulting support to executives and management on matters of reinforcing culture, setting goals, developing policy, and implementing strategic objectives. Aligns organizational structure, roles,
and responsibilities to achieve goals.

5. Oversees talent management, including staff training and leadership development, retention, recognition, employee communication and career development. Assesses and evaluates training and staff development needs and develops programs to meet needs.

6. Develops and maintains performance management and appraisal programs. Provides assistance to employees and supervisors with questions and workplace problems.

7. Oversees compensation and benefit programs, including job description and classification, salary structure and salary adjustments. Oversees benefit plan communication, enrollment, and administration. Assesses the competitiveness of human resources programs and practices against the relevant markets and makes recommendations for improvements and changes.

8. Remains current with employment laws and regulations. Maintains an effective program of compliance with laws and regulations related to human resources and manages relationships with compliance agencies and VPR legal counsel.

9. Oversees HR systems and employee records to ensure accuracy and improve the overall operation and effectiveness of the organization. Ensures timely and accurate submission of data requested by the EEOC, Corporation for Public Broadcasting, Department of Labor, etc.

10. Works to build volunteer relationships, develop policies, oversee policy implementation, and meet the related needs of the organization. Work with some committees of the board.

11. Develops staffing strategies and implementation plans and programs. Identifies and cultivates appropriate and effective sources for candidates for all levels of jobs.

12. Provides direction to assigned staff in the performance of their duties, establishing work priorities in achieving strategic and operating plan goals; prepares and manages associated budgets.

13. All other duties as assigned by the CEOs.

COMPETENCIES:

- Developing Self & Others
- Inclusion
- Strategic Leadership
- Communication
- Program/Project Management

QUALIFICATIONS:

- Preferred but not required: Bachelor's degree in business, human resources or equivalent
- 7 - 10 years of professional experience in all aspects of human resources management and staff development
- Equivalent combination of education and experience accepted
- Demonstrated expertise in strategic HR management i.e. planning and policy, talent management, selection, compensation, benefits, training and staff development, employee relations, and performance management
- Ability to relate effectively to diverse groups of people from all social and economic groups
- Current knowledge and understanding of regulations, industry trends, current practices, new developments, and applicable laws regarding human resources
- Proficiency in business and human resources related computer applications, which may include talent management systems, time, and attendance systems, etc.
- Senior human resources certification (SPHR or equivalent) preferred
- Ability to work concurrently for two separate entities and supervisors
**PHYSICAL DEMANDS:** The work environment is usually an office and/or at home.