Chief Human Resources Officer

How to Apply:
Send one email containing a Resume, Cover Letter, and 3 References with contact information to careers@utsystem.edu with the following subject line:

• Chief Human Resources Office – FirstName LastName

Purpose of Position:
Provide strategic leadership in the planning and implementation of quality-based, integrated human resources programs for UT System Administration. Provide leadership and management oversight to the Office of Human Resources. Provide relevant and necessary strategic direction and resources to UT institutions.

Essential Functions:

• Participate in strategic HR planning and decision-making for UT System Administration.
• Provide guidance and consultation to the Deputy Chancellor and to UT System leadership on HR matters.
• Provide leadership, direction, and oversight for the Office of Human Resources.
• Develop and implement strategies to attract and retain a highly qualified and effective workforce.
• Lead a team that delivers effective employee relations and conflict resolution, performance management, compensation, recruitment, employee records, HR information systems, leave administration, employee wellness, benefits and retirement consultation.
• Collaborate with and assist institutional Chief Human Resource Officers on various matters.
• Create a collaborative environment to share information, resources and expertise in all areas of responsibility, both within UT System Administration and among UT System institutions.
• Provide support and explore opportunities where appropriate for seeking best System-wide values for contracts, training, and collaborative services.
• Develop and manage UT System Human Resources policies.
• Other duties as assigned

Required Qualifications:
Bachelor’s degree in Human Resources Administration, or other relevant field. Fifteen years professional-level experience in Human Resources, at least five of which must have been at a director level or higher.

Preferred Qualifications:
Advanced degree in relevant field of study. Certification in Human Resources (PHR or SPHR). Understanding of higher education personnel issues for both academic and health institutions.

Knowledge, Skills & Abilities:
Demonstrated record of leadership in Human Resources in a complex organization. Demonstrated commitment to diversity and inclusion. Demonstrated exceptional interpersonal and communication skills with all levels of an organization. Demonstrated commitment to service. Excellent analytical, conceptual and strategic skills paired with detail orientation. A clear sense of collaboration, partnership and support with UT System institution CHRO’s is required.
**Working Conditions:**
Work is performed in an office environment. Uses personal computer and other standard office equipment. Requires occasional evening or weekend hours. Frequent to occasional travel to various institutions and to other business related locations.

**Additional Information:**
The retirement plan for this position is Teacher Retirement System of Texas (TRS), subject to the position being at least 20 hours per week and at least 135 days in length. This position has the option to elect the Optional Retirement Program (ORP) instead of TRS, subject to the position being 40 hours per week and at least 135 days in length.

Security sensitive; conviction verification conducted on applicant selected.

**EO/AA Statement:**
The University of Texas System Administration is an Equal Opportunity/ Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, veteran status or sexual orientation. Reasonable disability accommodation may be requested by contacting the Office of Employee Services.