

Date completed/ revised: DD/MM/YYYY

Position Details

Title	CHRO – Chief Human Resources Officer
Reports To	Insert title, not individual's name
Department	Executive
Position Status	<input type="checkbox"/> Employee <input type="checkbox"/> Contractor <input type="checkbox"/> Consultant <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> On-going <input type="checkbox"/> Term Term End Date (if applicable): DD/MM/YYYY
Eligible for Benefits	<input type="checkbox"/> Yes <input type="checkbox"/> No Comments if applicable
Overtime Exemption Status	<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
Variable Compensation	<input type="checkbox"/> Bonus <input type="checkbox"/> Commission <input type="checkbox"/> Shift Premium <input type="checkbox"/> Car Allowance <input type="checkbox"/> Not applicable
Hours per Week	Insert actual expected hours of work per week, excluding breaks or lunch/week
Location	
Job Classification	CUSTOMIZER: If classifications have been established, insert job categories. Below shows an example. Otherwise, delete this row <input type="checkbox"/> Clerical <input type="checkbox"/> Administrator <input type="checkbox"/> Coordinator <input type="checkbox"/> Manager <input type="checkbox"/> Director <input type="checkbox"/> VP
Salary Range	Insert salary range, or insert: "As per Job Classification"
Direct Reports	As of DD/MM/YYYY but subject to change, position is responsible for Insert number direct reports, as follows: ♦ Title. Insert additional bullets as required <input type="checkbox"/> Not Applicable

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- b. Talent management
- c. Organizational design
- d. Performance management
- e. Succession planning
- f. Compliance
- g. Compensation & Benefits
- h. Job Evaluation
- i. Training and development
- j. Recruitment
- k. Employee relations
- l. Collective agreements and union management
- m. HRIS and Reporting
- n. Health & Safety
- o. HR policy development and enforcement
- p. Culture
- q. HR technology and the use of A.I.

2. HR Strategy Example 30%

- a. Leads long-range strategic planning to anticipate the innovation of change initiatives that promote cost effectiveness, people productivity, and organizational efficiency.
- b. Maintains an organizational design that is reflective of a dynamic and up to date business environment.
- c. Monitors, analyses, and identifies strategic gaps, needs, and risks in the Company.
- d. Leverages management tools to identify, align, and build on the Company's workforce capabilities.
- e. Leads the HR department in the analysis and evaluation of employee performance, using those analyses to cultivate talent, close gaps and improve performance.
- f. Formulates strategies that lead to the Company employing talent of quality and depth.
- g. Develops comprehensive strategic plans for all areas of HR.
- h. Acts as strategic business advisor to Company executives regarding key management and business issues.

3. Staff Management Example 30%

- a. Hires, motivates, develops, and manages performance of a diverse workforce, in line with Company values and goals.

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Skills	Proficient	Experience with	Familiar with
Ability to maintain currency in HR best practices including the use of technology to facilitate HR initiatives		x	
A minimum of 35 words per minute typing speed or the ability to use voice to text software to support increasing digital communication and content generation	x		
Enter additional skills if needed			

Experience/Education/Training

Experience/Education/Training	Required	Preferred
A minimum of 10 years' experience in a strategic senior HR position with a demonstration of quantitative ROI on HR expenditures	x	
Bachelor's or Master's degree in Human Resources Management or related field	x	
Up-to-date HR certification	x	
Insert experience, diploma, certification, training, or designation		

Position Success Traits

LEADERSHIP

- ◆ Influences, motivates, and empowers staff to work towards a common goal and achieve greatness.
- ◆ Understands our business and sector.
- ◆ Analyzes and plans proactively by identifying opportunities and threats.
- ◆ Helps to establish and communicate the vision.
- ◆ Provides information, knowledge, and methods to realize the vision.
- ◆ Coordinates and balances conflicting interests of stakeholders.
- ◆ Steps up and thinks and acts creatively in difficult situations.
- ◆ Acts honestly and with integrity.
- ◆ Gains trust and respect.

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STRATEGIC FOCUS

- ◆ Generates and applies alternative and viable strategies or business models to create competitive advantages for the Company.
- ◆ Finds ways to capitalize on opportunities and provide customer value.
- ◆ Thinks holistically and futuristically.
- ◆ Constantly scans internal and external environments.
- ◆ Acts as an explorer, with heightened curiosity and alertness.
- ◆ Demonstrates a strong desire to outwit and beat the competition.
- ◆ Keeps an open mind to new ideas and diverse perspectives.
- ◆ Displays expertise in areas of specialization and environmental trends.
- ◆ Balances risks and rewards.

DECISION MAKING

- ◆ Identifies purposes and objectives, assesses situations, and makes decisions while exhibiting judgment and a realistic understanding of issues.
- ◆ When appropriate, involves others in the process.
- ◆ Uses reason even when dealing with emotional topics.
- ◆ Provides rationale for decision. Evaluates results.

CHANGE MANAGEMENT

- ◆ Initiates and/or facilitates the orderly implementation and timely acceptance of workplace innovation or change.
- ◆ Communicates a compelling vision and need for change that builds excitement and commitment to the process.
- ◆ Obtains and provides resources to implement change initiatives.
- ◆ Works to make others feel ownership of the change.
- ◆ Communicates the direction, required performance, and challenges of change to stakeholders.
- ◆ Enlists support of key individuals and groups to move the change forward.
- ◆ Understands when to focus efforts on resisters versus supporters.

Other/Comments

Insert any additional information here, if required. Delete this section if not needed.

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