

VICE PRESIDENT – DIRECTOR OF HUMAN RESOURCES

The Director of Human Resources originates and leads Human Resource practices and objectives that will provide an employee-oriented, high performance culture that emphasizes empowerment, quality, productivity and standards, goal attainment, and the recruitment and ongoing development of a superior work force. The Director guides and manages the overall provision of Human Resource services, policies and programs for the entire Bank.

Job Responsibilities:

The primary responsibility of the Director is the development of an employee oriented company culture that emphasizes quality, continuous improvement, and high performance. Other responsibilities include:

- Manage Human Resources to provide leadership for HR processes in the areas of recruiting and staffing, employee relations, education and training programs, leadership development, compensation and organizational development.
- Recruit, select and retain business leadership talent.
- Serve as a strategic business consultant and partner to senior management.
- Provide coaching to executives and managers regarding effective performance management and talent improvement processes; identifying, evaluating and resolving employee relations, morale, work performance and organizational productivity concerns.
- Successfully implement change management initiatives to advance organizational performance.
- Work with Human Resource Officer to maintain a well-balanced work environment that attracts, motivates, develops and retains the highest caliber of talent.
- Oversee, interpret and administer company policies and procedures to ensure the highest level of compliance and integrity across the organization including local, state and national employment laws and practices.
- Initiate and drive HR strategies to ensure that individual and team performance is consistent with strategic goals, business initiatives, priorities and values.
- Drive Human Resource objectives to successful completion within a timely manner.
- Create and implement programs to facilitate succession and replacement planning while furthering individual career objectives.
- Oversee implementation of performance measurement and feedback systems that improve the contribution of individuals and teams to business performance and improve employee engagement.

Skills/Qualifications:

- A minimum of 7-10 years experience and a proven track record of success as a senior level Human Resource Officer.
- Bachelor's Degree with SPHR certification or MBA preferred.
- Excellent interpersonal, analytical, problem solving, planning and communication skills.
- Strong understanding of various state and federal employment laws.
- Good understanding of HRIS and related data bases and payroll software.

This is a unique opportunity to join a solid community bank that is committed to offering its employees a competitive wage, benefit package and friendly work environment. Please submit your resume to:

Reading Co-operative Bank
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Email: psperandio@readingcoop.com

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