

Job Title:	Sr. HR Generalist	Generally Reports to (Title):	Chief HR Officer
<b>To be completed by Human Resources:</b>			
Job Family:	Human Resources	Job Subfamily:	Generalist
Date Completed:			
FLSA Status:	E	Job Code:	HG009

### I. POSITION SUMMARY

Partners with the managers and functional executive to ensure the business has the organizational and human capability to achieve their current and future business objectives through the development and implementation of sound, practical and proactive human resources strategy, policies and practices. Represents business "reality" into business strategies and programs. Actively participates as a thought leader in driving business performance.

This position would involve management responsibility and strategy setting at a business function level. A significant degree of executive / leadership interaction is expected at the business and HR levels.

### II. PRINCIPAL RESPONSIBILITIES

#### RESPONSIBILITIES

1. Consults on the human resource implications of business strategy and issues (e.g. capability and readiness of the organization and individuals, communication, reward/recognition). Develops and implements integrated HR plans to support business strategy. Has strategy setting responsibility for HR which includes input to the functional and building of the HR plan.
2. Manages a variety of technical HR areas (e.g. strategic HR consulting, leadership retention / development, performance management, compensation, organization restructuring, change management, benefits, staffing and ER). In coordination with HR team, delivers tools and techniques to enable managers to coach their staff and drive organizational performance.
3. Drives focus on development, training and retention of talent in an environment that values diversity and inclusion.
4. Drives cultural transformation and focuses on fully aligning the systems, practices, measures, rewards and leadership expectations to support the desired culture. Actively involved in strategy setting for Cetera Human Resources as required on new program / policy design.
5. Provides thought leadership for organization design, restructuring and re-engineering efforts.
6. Actively involved in business communications (e.g. methods, timing, audience, content).
7. Selects, trains, evaluates and motivates talent. Establishes objectives consistent to achieve business unit plans. Proactively defines talent needed to address future workforce needs. Able to work in virtual environment.
8. Works collaboratively as a key member of the senior leadership team and Executive Committee.

### III. KNOWLEDGE, SKILLS AND ABILITIES

Strategic HR Leadership / Consulting skills  
Customer service orientation (reliable, responsive, customer focused)  
Ability to drive results (reliable, proactive, able to work effectively in a complex, fast-paced environment)  
10+ years of work experience within human resources  
Bachelors Degree in Business with emphasis in HR management or equivalent work experience  
Excellent verbal and written communication skills; detail orientation  
Knowledge of current employment laws/regulations  
Strong business acumen  
Outstanding management / supervisory skills

### IV. KNOWLEDGE, SKILLS AND ABILITIES

Does the incumbent in this job have direct accountability for staff supervision/management? No

Does the incumbent in this job have budget accountability? No

Is travel expected to perform this job? Yes      If so, what percentage of time will be spent traveling? Will vary