



VICE PRESIDENT OF HUMAN RESOURCES

Position Title: Vice President of Human Resources

Date: 2017

Reports To: CEO

FLSA: Exempt

POSITION MISSION

Partner with the senior executive team to drive business results through the creation of an environment where employees love to work and customer experiences exceed expectations.

OVERVIEW

Responsible for aligning the overall human resources strategy including talent attraction; staffing and retention; leadership development; diversity; organizational design; cultural development; employee education and development; employee relations; compensation and benefits with that of the business strategy. Create the vision along with the senior executive team, develop a strong following and effectively support transformational change. Develop innovative approaches to all aspects of HR which will set PPC Event Services apart in the event service marketplace. Work with the executive team to drive profitable growth through employee engagement and development to create brand value.

ESSENTIAL POSITION OBJECTIVES

- Add value to the development of the business strategy and its successful achievement. Provide support to the strategic direction of the company. Align the organization's mission, vision, values and key cultural behaviors to a strategic Human Resource agenda that is flexible enough to shift as the demands of the business change.
- Participate as a member of the executive team with a focus on the company's human capital and how that critical resource is best maximized. Implement successful recruitment and retention strategies for management, sales, operations and front line full-time and seasonal service talent.
- Lead the design and development of programs, policies and strategies tailored to meet the goals of the organization; coaching executives and managers in the most effective communication and implementation of change initiatives.
- Partner with the senior management team to create a performance driven organization. Establish metrics and performance management tools to achieve business goals. Align reward systems.
- Enhance the Company's unique **event culture** by working closely with all managers to understand and engage the human capital values. Guide the development and implementation of employee-related programs and processes that will both support the business requirements, cultural transformation and reinforce the attractiveness of the organization as an employer of choice.
- Create a talent management strategy that will attract and retain top talent throughout the organization. Establish a process for succession planning and work with senior leaders and their teams to create succession plans. Identify and develop high potentials to ensure they are ready to promote when positions become available. Develop a magnetic employment brand that pulls

- top talent towards the organization. Establish innovative ways to keep the talent pipeline filled with qualified candidates.
- Act as a leader and resource on all related organizational development and human resource matters including executive compensation; provide consultation and assistance to department heads, managers, Executive Management and the Board on organizational and job performance issues.
- Lead, inspire, coach and develop the HR team for continued and higher contributions to the business and to ensure personal growth for team members.

SELECTION CRITERIA

- The ideal candidate will have a strong track record of having successfully driven HR initiatives in rapidly growing, changing environments and having functioned successfully as a significant and accomplished business partner and inspirational leader in a world-class organization.
- Possess a track record of translating strategy into operating results in a fast-paced business environment that is heavily seasonal based.
- Broad and deep experience as an HR generalist, with knowledge of HR business processes with an emphasis and expertise in overseeing human capital for a multi-location; multi-state organization. Experience in bringing together different cultures forged through acquisition into a single culture and brand.
- Visionary thinker with innovative approaches to building and managing human capital. Takes a long-term view and builds a shared vision with others; acts as a champion of change.
- A well-organized and self-directed individual who is “politically savvy” and a team player. Easily aligns with the shared vision of the executive team and leads by example – gets others to follow him or her. Approachable and is comfortable working at all levels of the organization. Participates and engages in all levels of the organization.
- Broad business and financial understanding. Weighs both financial and human capital value in making or recommending decisions. Comfortable working with large budgets, cost projections and analytics.
- Flexibility and adaptability to changing requirements, dictated by the needs of an organization going through growth and transformation.

REQUIREMENTS AND COMPETENCIES

Requirements

- 7-10 years HR management experience with at least 3 years in a senior leadership position preferred managing a world class HR function for a multi-state organization; hospitality industry experience preferred and/or experience working in organizations that have extensive seasonal hiring needs.
- Demonstrated skills in leadership, communication, change management.
- Bachelor’s degree; MBA preferred

Competencies

- “Gets It” – the core industry competency that recognizes the passion, sense of urgency and commitment to achieve “*perfect or better*” event experiences for our customers.
- Collaborator – works well with others to achieve better, faster results.
- Dynamic – inspires others to do their best.
- Strategic Thinker – able to look at the big picture and thinks ahead.
- Critical Thinker – strong cognitive skills; able to work through complex issues.
- Results-Oriented – focuses on getting things done.
- Customer Focused – goes above and beyond to delight internal customers.
- Fearless – willing to stand up for what’s right.
- Empathic – demonstrates compassion for others.
- Problem Solver – able to solve multifaceted problems.
- Consultative – works with others to facilitate solutions.
- Effective Communicator – easily understood, speaks clearly.
- Persuasive – able to influence others, passionate.
- Responsive – anticipates needs and responds to requests in a timely manner.
- Coach – pulls together teams to get work done. Develops and mentors’ employees.