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Position: Southeast Director of Talent and Human Resources Strategy

Accountable to: Southeast Managing Principal (Diane Hoskins)

Role Description:

As the global leader in architecture and creative design, Gensler's strength is its people. The SE Director of Talent and HR strategy is focused on creating an integrated "talent platform" that supports the attraction of great people and maximizes the potential of each individual through career development.

This leadership role is all about talent and people. As a strategic leader and a "hands-on" implementer of initiatives and programs, this leadership role will focus on building and broadening the existing human resources offering in alignment with the goals and objectives of the business.

Responsibilities:

- 1) Leads the talent platform in support of Gensler Southeast Region, with more than 400 staff across eight offices: Washington DC, Baltimore, Charlotte, Raleigh, Atlanta, Tampa, Miami and Bangkok (Thailand).
- 2) Leads and integrates the three key components of the talent platform:
 - Talent Development
 - Talent Acquisition (Recruiting)
 - Human Resource Core Services
- 3) Develops a vision and strategy to maximize the performance of Gensler staff in support of Gensler's business objectives.
- 4) Partners with SE region business and practice leaders in developing and sustaining a creative and positive corporate culture.
- 5) Ensures that Gensler is recruiting, retaining and developing the top design talent in the industry.
- 6) Provides oversight of the HR professionals across the Southeast Region.
- 7) Works with the Managing Principals and Regional Operating Officer to ensure all operations within the Southeast Region are optimizing the success of Gensler people.
- 8) Works with the Managing Directors of all 8 locations within the region to support strategic goals with Talent and HR strategies and tools.

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Strategic, Management, Design and Implementation:

- Strategy. Working with the Regional Managing Principal to design the right Talent and HR strategies to grow outstanding people and a pipeline of talent at all levels. Developing strategies to strengthen the firm's culture as a creative organization and a best place to work.
- Management. In support of the success of our business, develop and manage a plan for HR and Talent Development, defining its mission, goals, resources, hiring, support structure, expenditures and performance expectations.
 - a) Development of clear and concise job descriptions for each team member, monitoring performance to ensure expectations are met.
 - b) Responsibility for hiring and management of HR and Talent Development staff.
 - c) Development and implementation of site-specific strategies for each office.
 - d) Oversight of all HR and Talent activities in the Region.
- Design and Implementation
Heavy focus on the development and implementation of talent development and talent acquisition strategies, both creating the strategies in these areas and leading the hands-on implementation of these strategies across the region. For example,
 - Talent Development:
Training programs, skill development, career paths, competencies, roles and responsibility, exchange programs, job descriptions, leadership pipeline, succession, leadership training,
 - Talent Acquisition:
Strategic recruitment, evaluation methodologies, college outreach, lateral hires, managing outsource search firms, intern programs, etc.

Areas of Accountability Include:

- Human Resources
Work closely with the Regional HR Core Services Director and other HR leaders in the region to ensure that we are implementing best practices and leveraging the firm's tools and systems, and that all company policies, procedures, and labor laws are followed and adhered to.

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- Talent Development
Work with Gensler's Talent Development Director to bring the firm's talent development strategies and programs to all Southeast Region staff to allow them to grow and flourish. Develop and maintain training programs. Focus on career development throughout the region.
- Recruitment and Talent Acquisition
Work with office hiring committees, HR and firm-wide talent acquisition team to lead outreach and recruitment activities, and develop practices and strategies throughout the Region.

Work Closely with Regional Operating Officer on the following:

- Southeast Headcount Planning across the Region
- HR Budgets
- Expenses related to HR
- HR Staff Hiring

Additional Leadership Requirements

- Motivate employees to enable them to reach their individual potential.
- Maintain a positive team environment by creating programs to boost morale.
- Provide staff members with an "open-door policy" to allow individuals to feel free to communicate with you and other members of the management team.
- Provide a creative, innovative, and nurturing environment by developing an effective coaching/mentoring program.
- Demonstrate ability to effectively communicate both orally and in writing.
- Build staff capabilities for each office within the Southeast Region through programs which improve individual skills and develop improved management and communication.
- Work closely with Studio Directors and Staffing Coordinators to ensure that office staffing needs are being met and that productivity targets are being achieved.
- Actively participate in firm-wide projects and initiatives. Participate in conference calls and meetings as appropriate.
- Develop and support programs that reinforce the Gensler culture across the offices.

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General

- Ensure professional and businesslike conduct of daily operations.
- Demonstrate dignity, respect, and professional attitude of the firm on and off the job.
- Build and improve external firm image by actively participating in appropriate organizations and maintaining significant contacts and relationships.

Required Skills

- Depth of experience and understanding of HR, Talent Development and Recruitment.
- Excellent business communication, organizational, and analytical skills.
- Track record as a hands-on leader who works closely with people to complete projects, address issues, and create a cohesive team environment within their office and region.
- Ability to inspire and lead.
- Strong management capabilities.
- Experience in creating strategies and delivery methods.
- Ability to handle multiple competing priorities.
- Strong interpersonal communications skills and flexibility.
- Ability to assess and diagnose situations and confidently decide the best course of action for resolution.
- Analytical and quantitative skills.

Qualifications:

- A Senior Human Resources and/or Organizational Development professional possessing a minimum of 10 years of related business experience.
- Four-year degree.
- Experience in managing human resources, talent development and recruiting.
- Proficiency in appropriate computer hardware and software programs.
- Experience and/or knowledge of the architecture industry a plus.
- Skills in Microsoft Word, Excel and PowerPoint.
- Accreditation in HR professional organization (not required but will be needed for promotion within Gensler after being hired).