

Human Resources Job Function

HR Work Life Mgt VI

Grade: 60

Job Code: H1060M

Job Family: HR Work Life

Job Family Matrix: [HR Work Life Matrix](#)

Summary

Provide strategic leadership, administration, and direction of all facets of work/life programs and policies that support Harvard's ongoing goal of the recruitment and retention of a high performing workforce and robust academic pipeline.

Core Duties

- Responsible for effective staff management for a group or team of employees, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment
- Lead the design, development, administration, implementation, evaluation and equitable distribution of programs
- Develop short-term and long-term strategies and policies, in collaboration with internal and/or cross-university stakeholders
- Recommend innovative and cost-effective solutions to identified problems
- Prepare project proposals; oversee and track outcomes of new and ongoing initiatives
- Identify trends and/or best practices among peer institutions
- Participate in both ad-hoc and ongoing, high-profile groups including task forces, committees, graduate student groups and labor contract negotiation teams
- Negotiate with and oversee external work/life vendors and affiliated partners
- Manage internal and external communications and marketing
- Educate key constituencies on best practices in work-life
- Ensure compliance with University Human Resources policies, procedures, and requirements and applicable legal regulations

Basic Qualifications

- Masters in Clinical Social Work or in a related field
- Minimum of 10 years' of relevant experience
- Supervisory experience

Additional Qualifications and Skills

- Intermediate to advanced Microsoft Office Suite
- EAP and/or Work Life experience

Certificates and Licenses

Physical Requirements

Working Conditions

- Work is performed in an office setting