

VP Planning - HR Services Implementation

HR Outsourcing

Velocity Staffing, LLC is a permanent and contract staffing firm that specializes in the fields of Human Resource Outsourcing, Consulting, and Corporate HR. With offices in NY and Michigan, Velocity recruits nationwide, and leverages close to 40 years experience in staffing, consulting and corporate HR to help you find your next strategic career move. Our mission is to “help build careers, one interview at a time”.

The VP Planning - HR Services Implementation is for a client that provides benefits outsourcing services to Fortune 500 companies. The benefits outsourcing business encompasses Pension, Health & Welfare, Human Resources/Payroll, Talent Management and HRS administration & services.

The VP Planning will work with the Senior Management team to set the vision/strategy of the HR Services Implementation organization. They will report to the VP Business Mgt & Capacity and be directly responsible for the development, implementation and communication of the three year strategic plan. The VP Planning will design and implement the Planning function and manage that team of individuals to build and sustain a robust set of business processes that support key business planning and decision making. Through the establishment of key relationships with stakeholders across the organization, the VP Planning leads the team in gathering Voice of the Customer, generating requirements, and implementing solutions through a variety of channels. This will enable management to stay aligned with business priorities, implement effective strategies, and influence internal business partners. The VP Planning will be directly responsible for Implementation budgeting, forecasting, site strategy, communication, voice of the customer – internal/external, and will need to partner with the Process and execution function, as well as, the Operations Support function to successfully achieve business objectives.

The VP Planning has autonomy to make rational and timely decisions based on analysis of strategic goals, customer requirements, and available resources. They will be responsible for the organizational design and implementation of the Planning function. They can change tasks and resource assignments for the Planning team as they see fit. They will be responsible for resolving gaps between current capabilities and needs for planning and communication solutions that enable sound and timely business decisions.

MAJOR RESPONSIBILITIES:

Development: Lead team in the following build related activities (50%):

- Inventory current planning, customer feedback, communication and business processes.
- Identify and resolve gaps, working closely with business partners both within and outside of the implementation function
- Develop implementation vision
- Lead and coordinate all budgeting and forecasting activities for the Implementation function
- Develop formalized communication plan working with the Ops/Imp centralized communication group
- Own the development and implementation of an effective talent management strategy.

Production: Lead team in the following ongoing activities (20%):

- Train and support users of processes for budgeting, forecasting, workforce planning, sales slot planning, business planning and business management governance.
- Collect the Voice of the Customer regarding all facets of Implementation and communicate it to the Implementation organization.
- Communicate Implementation strategy, goals and accomplishments, internally and to other groups.
- Develop and publish executive dashboard.
- Partner with cross functions to generate meaningful business data that will advise senior management.

Management (30%):

- Coach/Mentor/develop team members and ensure associates are appropriately trained to handle day to day activities.
- Proactively lead the identification, design and implementation of cross product business initiatives which will improve process, improve quality, and/or reduce cost. Keep abreast of industry trends and best practices, market data and new product rollouts.
- Monitor and manage associate headcount to functional budget.
- Effectively navigate the organization to foster open relationships and achieve business objectives.
- Manage day to day associate issues and conflict throughout the project life-cycle. Facilitate communication with clients, business partners and project leads on issue resolution as needed.
- Manage overall allocation of resources. Not responsible for day to day task level activity.

SCOPE:

Total staff managed overall: 3- 5 Associates; may include both exempt and non-exempt as well as temporary resources and offshore resources.

Financial Metrics: Responsible for managing to overall budget

Other scope factors: Manage indirect staff on project teams to develop and implement new reporting solutions.

REQUIREMENTS:

Education and Experience

- Undergraduate degree required. Master's degree is preferred (MBA or related masters).
- Experience leading teams or projects through analysis and other implementation activities to produce business critical planning and communication is required.
- Experience in maintenance of business critical strategy, planning and communication is required.
- Project management training/experience is required.
- Candidates should have 10-12 years business experience, with 3-5 years managing associates.
- Experience in or knowledge of the HR outsourcing industry is preferred.
- Six Sigma experience is preferred.
- Finance background is a plus.

Skills/Knowledge

- Can interact and influence effectively at the Senior Management level.
- Strong skills in problem solving, communication, influencing, and negotiating.
- Highly organized and self-motivated with strong attention to detail and follow-through skills.
- Strong skills in project management and process design.

Working Conditions

- The VP Planning will deal with employees, peers, and customers across multiple office locations. Some travel will be required.

The company offers a very competitive compensation package including: base salary, bonus, profit sharing, and 401k in addition to a generous array of other long and short term incentives.

This is a full time position located in North Carolina; however, these and similar positions are available at multiple locations around the country. For info on this position or other positions in the field, please send your resume to the address below. You may also visit our website at www.velocitystaffingllc.com.