



Director of Human Resources

Join the Team

Rhode Island PBS and The Public's Radio merged in the spring of 2024 to leverage their collective strengths to lead a more powerful and trusted public media source and better serve the Rhode Island and southeastern Massachusetts communities. RIPBS-TPR plays a critical role in fostering understanding, goodwill, and connection in the community. We spark imagination, explore our history and reflect the values of our diverse region. Guided by civic engagement, we provide unique, high-quality local, national and international programming, and digital content that educates, inspires and engages. Become a member of our team and join us to redefine the very best of what public media can be.

Director of Human Resources

This is an exciting opportunity to work with the President & CEO and the senior leadership team to help develop and implement a plan to merge two exceptional public media entities. The Director of HR will play a key role in helping to shape an engaged and supportive employee culture and create an innovative and dynamic 21st century public media institution.

Reporting to the President & CEO, the Director of Human Resources leads the Human Resources function and works collaboratively across the organization to plan, direct, and coordinate all human resources initiatives. Working closely with the team, the Director of Human Resources develops and implements HR policies, procedures, and initiatives including talent management, succession planning, compensation and benefits, employee and labor relations, organizational development, performance, training and development and helps lead the strategy and activities related to establishing and maintaining a healthy organizational culture to ensure staff receive the guidance and support needed to perform to their potential.

Principal Duties and Responsibilities:

- Develops and implements HR practices and programs that maximize employee engagement and retention, ensuring that human resources policies and programs are aligned with the mission and culture of Rhode Island PBS and The Public's Radio and our strategic organizational objectives.
- Works with the leadership team to develop and foster a positive, inclusive organizational culture reflective of the mission, vision and values of the new public media entity.
- Directs the planning and implementation of organizational development and change management strategies and programs that align with the organization's goals and objectives.

- Develops, implements, maintains and communicates the organization's policies and procedures, ensuring federal, state, local and specific industry regulatory compliance to minimize organizational risk.
- Ensures HR provides a high level of service to employees and is welcoming, accessible and responsive.
- Works with the leadership team to develop and implement an overall talent acquisition and workforce planning strategy, collaborating with line management, local and regional schools, and professional organizations to build a talent pipeline for key positions.
- Oversees the full cycle recruiting process and directs the onboarding process. In conjunction with hiring managers, directs and performs recruitment and selection by ensuring effective planning, sourcing, assessment and interview techniques and tools to hire and place well-qualified candidates on a timely basis.
- Brings people together; is a credible, respectful, visible leader who facilitates communication and relationship building across the organization.
- Works in a cooperative manner with union representatives, expanding our model of building mutual trust and fostering effective professional relationships.
- Handles employee relations and labor relations issues; leads investigations; serves as internal coach and consultant ensuring fair and equitable treatment of employees while minimizing the organization's liability.
- Develops and manages the performance management process ensuring it is fair, consistent, provides frequent feedback and drives employee accountability.
- Provides advice and counsel to managers on a variety of human resource areas and in conjunction with the Leadership Team ensures consistent application across the organization.
- Works closely with the leadership team to develop and implement a diversity, equity and inclusion strategy for the organization.
- Coaches employees on subjects such as career development, leadership and performance development plans; supports employees during implementation of change management initiatives.
- Develops human resource related training plans and programs with a strong focus on leadership development; leads, organizes and coordinates with third party providers to deliver programs, workshops, and activities that support employee development.
- Develops compensation, benefit and recognition programs and advises the senior leadership team on a total rewards program that enables the organization to attract and retain qualified staff that is competitive externally, equitable internally, current and cost-effective within the guidelines of the organization's budget parameters and grant requirements. Develops communications to support this effort.
- Manages administration and reporting of all the benefit programs including the health and retirement plans.

- Oversees biweekly payroll processing. Ensures the integrity of employee database information and all relevant employee records. Performs HR administrative duties, monitors HR metrics, analyzes data and provides pertinent reports and recommendations.
- Manages the annual Affirmative Action Plan, provides necessary data and reports. Ensures all documentation is kept in order and audit ready at all times. Monitors objectives, communicates requirements to leadership and tracks progress.
- Hires, coaches, mentors, supervises and evaluates HR staff, providing appropriate opportunities to develop skills and knowledge.
- Remains current on HR trends and legislation (e.g., OSHA, EEO, ERISA and FLSA, etc.). Provides direction and training to managers regarding the interpretation and changes in employment and labor laws.
- Performs other related duties as required and assigned.

Education and Experience:

- Bachelor’s degree in Business Administration, Human Resources or other related field from an accredited university or equivalent experience is required; HR certification preferred; Master’s degree, Diversity certification or advanced coursework is a plus.
- A minimum of ten years of Human Resources experience is required, including experience in a leadership role such as an HR Director, CHRO, or VP HR.
- Experience leading HR during organizational mergers or similar transitions strongly preferred.
- Experience working in a nonprofit organization is preferred. Industry experience in broadcast, telecommunications or media a plus.
- A true HR generalist, with experience as a HR practitioner dealing with the full scope of HR matters in a dynamic, fast-paced environment is essential. Must be hands-on and capable of producing work with limited staff.
- Experience facilitating teams and coaching leaders to manage change.
- Experience developing creative and effective recruiting programs required.
- Experience with HR technology to streamline processes, improve overall administrative efficiency and increase employee services preferred.

Knowledge, Skills and Competencies:

- Commitment to the mission of the organization, the public we serve and the employees who deliver our services.
- Ability to build an impactful HR function.
- Solid knowledge of current HR practices, HR employment laws, wage and hour, health and safety regulations and compliance and benefits administration.
- On-going HR professional and leadership development.

- Proactive and results-oriented.
- Team player, trusted leader who collaborates with others; works well across the organization and outside partners and agencies.
- Project management skills.
- Superb interpersonal and communication skills, verbal, written and listening– ability to communicate clearly and promptly in all mediums with all levels of staff, with diverse populations and personalities.
- Strong influencing skills and a consultative approach, able to resolve conflict; listens carefully and respects the views of others.
- Demonstrated ability to handle difficult situations with the utmost professionalism, discretion, confidentiality, objectivity, compassion, empathy and a calm temperament.
- Excellent organization and time management skills, with the ability to quickly assess situations and reprioritize work and schedules accordingly.
- Strong computer skills in Microsoft Word and Excel. Proficiency with HRIS, recruiting and payroll systems required.

Physical Demands and Work Environment:

- Work environment is normally an office environment. However, there may be circumstances where working remotely (from home) or occasional travel is required.
- Able to sit at a work station, concentrate viewing computer screens for an extended period of time.
- High utilization of office equipment, phone, computer, printer, etc.
- Able to travel locally.

The physical demands described are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Contact

This is an excellent opportunity for a passionate, experienced senior level HR professional who is truly committed to making a positive contribution to the community. Compensation will be commensurate with experience and qualifications. Salary minimum is \$115K/year.

Rhode Island PBS and The Public’s Radio is an equal opportunity employer and fully committed to a culturally diverse staff. People of color, LGBTQ/T candidates, and people of diverse backgrounds are encouraged to apply.

For more information: [RHODE ISLAND PBS](#) and [The Public’s Radio](#)

Candidates should submit a resume and cover letter describing their interest in this position, references, and salary requirements to: talent@ripbs.org