



Civilis Consulting as a business advisory firm providing strategic sales, marketing, operations and human resources guidance to fast-growth businesses. Civilis' seasoned consultants work alongside entrepreneurs, CEOs and leadership teams to strategize and implement organization-wide transformations. We have deep expertise advising companies with remote or geographically dispersed business units, and a unique understanding of and appreciation for the entrepreneur's mindset.

We're adding another Strategic HR Consultant to our Fractional CHRO practice who will help our clients build strong and sticky company cultures while maximizing their human capital.

Here are the position details and requirements:

POSITION TITLE: Strategic HR Consultant

POSITION STATUS: 1099 Contractor

POSITION OVERVIEW

Provide strategic fractional HR guidance to the owners, leadership teams and HR leaders at 1 to 5 different small- to medium-sized businesses. Duties include:

DUTIES/RESPONSIBILITIES

- Consult and collaborate with executive leaders to define their organizations' core values and long-term mission and goals.
- Build effective talent acquisition, retention and management strategies that will enable each organization to achieve its mission and goals.
- Provide compliance guidance to HR leaders, executive leaders, and front-line managers.
- Augment existing HR team to execute strategic HR initiatives.
- Research, develop and assist in the implementation of competitive compensation, benefits, performance appraisal, and employee incentive programs.
- Consult executive leadership on ideal organization design/structure and guide the organization through organizational re-structuring.
- Consult on and execute change management initiatives.

EXPERIENCE AND EDUCATION

- Bachelor's degree in Human Resources, Business Administration, or related field required.



- Minimum 10 years' experience heading up an HR function and/or as an HR Business Partner.
- Minimum 5 years' experience serving in a strategic leadership role, such as Sr. HR Manager or Vice President of HR.
- SHRM-CP or SHRM-SCP or equivalent certification required.

REQUIRED SKILLS/ABILITIES

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Strong analytical and problem-solving skills.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn each organization's HRIS, ATS and talent management systems.

REQUIRED COMPETENCIES

Command

Relishes leading; takes unpopular stance if necessary; encourages and facilitates direct and tough discussions; is looked to for direction in a crisis; faces adversity head on; energized by tough challenges.

Communication

Communicates in an open, consistent and effective manner; explains concepts and procedures clearly and completely while maintaining attention and interest; displays sensitivity in verbal and written communications; shows tact and diplomacy in dealing with others; keeps others informed on the status of assigned work as well as any issues that may affect them; delivers information effectively in a variety of settings including one on one, team settings, presentations and including letters, memos analytical reports and decision documents.

Cultural Sensitivity

Respects each person regardless of background, race, age, gender, disability, lifestyle or viewpoint; appreciates the diverse nature of company's workforce and client base; encourages individuality and others' personal and cultural differences; welcomes new ideas and ways of looking at things; always treats subordinates and superiors fairly and with respect; builds an environment of trust, openness and information sharing; recognizes the value of a workforce which reflects our diverse customer base; seeks to understand how different cultures drive and affect communications and decision



making.

Empathy

Genuinely cares about people; has a respectful understanding of what others are experiencing; judges others by their own standards; senses others' feelings and perspectives and takes an active interest in their concerns; wants the best for others; demonstrates compassion; seeks to help others deal with problems.

Hiring and Staffing

Recruits, develops, and retains a diverse high-quality workforce in an equitable manner; predicts and plans for changes in workforce, and determines staffing needs; makes staffing decisions based on organization's mission, strategic plan, budgetary resources, and desired workforce competencies.

Influencing/Persuading

Able to make good/persuasive arguments to persuade/influence audience; develops and uses subtle strategies to influence others; works to make others feel ownership in one's own solutions; identifies key decision makers on issues of concern; develops and effectively uses networks, inside and outside of the business; uses intuition to anticipate potential barriers and overcome them proactively.

Interpersonal Savvy

Relates well to all kinds of people – up, down and sideways, inside and outside the organization; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; can defuse even high-tension situations comfortably.

Listening

Practices attentive and active listening; responds to statements and comments of others in a way that reflects understanding of content and context as to what was said; has the patience to hear people out; can summarize and be respectful of the opinions of others even when he/she disagrees.

Organizational Agility

Knowledgeable about how organizations work; knows how to get things done through both formal channels and informal networks; understands the origin and reasoning behind key policies, practices, and procedures, understands organizational cultures.

Planning

Accurately scopes out length and difficulty of tasks and projects; sets goals, establishes priorities and monitors progress in order to deliver results; breaks down work into the process steps; develops timelines and identifies facilitators; anticipates and adjusts for



problems and roadblocks, measures performance against goals; evaluates results.

Problem Solving

Uses logic and creative methods to solve difficult problems with effective solutions; conducts an objective analysis of the issues at hand and looks beyond the obvious for the best possible solution; able to analyze all options and arrive at the most effective course of action.

HOW TO APPLY

If this sounds like your kind of role and if you meet all our qualification criteria, please email and attach a resume and cover letter in Word or PDF explaining why you're an ideal candidate to hr@civilisconsulting.com. Include the words "Strategic HR Consultant" in the subject line. Online applications will not be considered.