

## HAMPTON ROADS WORKFORCE COUNCIL – JOB DESCRIPTION

<b>Job Title:</b>	Senior Director, Hampton Roads Workforce Training System
<b>Reports to:</b>	Chief Innovation Officer
<b>General Classification:</b>	Management <b>Pay Band:</b> Senior Director
<b>Employment Status:</b>	Full-time, Exempt
<b>Last Review:</b>	

### **GENERAL STATEMENT OF RESPONSIBILITIES**

This position serves as the Hampton Roads Workforce Council’s (Council) Senior Director of the Hampton Roads Workforce Training System (System) and will lead the establishment of the System under the Good Jobs Challenge Grant. This position will serve as a point of communication for the Council and external stakeholders, manage project related documents and goals, evaluate potential issues, and monitor the quality of project outputs. The Senior Director will provide leadership and project related guidance to the System’s project teams, which include representatives from multiple Council departments as well as external partners. Extensive regional travel will be required. Work is performed under the general supervision of the Chief Innovation Officer.

**This position is grant-funded.**

### **ESSENTIAL JOB FUNCTIONS**

- Oversee the development and implementation of the Workforce Training System, including planning and scheduling tasks, managing resources and costs, including subawards, and ensuring that all parties involved in the project meet their responsibilities.
- Ensure that the project is technically sound, evidence-based, and consistent with funder and stakeholders’ priorities.
- Conduct monthly reviews to ensure accountability of all project activities as well as the accurate and timely reporting of financial deliverables and obligations.
- Manage schedules and staff throughout the life cycle of the project.
- Work in close collaboration with fiscal team to manage project budget and submit fiscal reports.
- Communicate regularly with both internal and external stakeholders about project status.
- Ensure that the project is in accordance with its contractual obligations and complies with donor regulations and internal organizational policies.
- Coordinate with multiple Council department leaders to ensure project activities are implemented effectively and efficiently.
- Evaluate related local, state, and national best practices, recommend implementation where appropriate.
- Promote the project through advocacy, presentations, active participation in the Good Jobs Challenge Community of Practice (CoP), and active participation in official Good Jobs Challenge national convenings.

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### **PERFORMANCE STANDARD**

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the Board of Directors' Vision, Mission and Values. Senior level employees are also expected to lead by example and demonstrate the highest level of energy, ethics and professional decorum.

### **REQUIRED KNOWLEDGE**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **REQUIRED SKILLS**

- Critical Thinking - Using logic and reasoning to understand, analyze, and evaluate complex situations and research information to identify the strengths and weaknesses of alternative solutions, conclusions or approaches.
- Interpersonal Relationships - Develops and maintains cooperative and professional relationships with employees and all levels of management to include representatives from other departments and organizations.
- Judgment/Decision Making - Evaluating the best method of research and then exercising appropriate judgment in establishing priorities and resolving complex matters. Considering the relative costs and benefits of potential actions to choose the most appropriate one.

### **REQUIRED ABILITIES**

- Communication - Excellent ability to effectively communicate ideas and proposals verbally and in writing, to include the preparation of detailed reports which include numerical information and statistics. Ability to listen and understand information and ideas being presented verbally and in writing.
- Time Management - Ability to plan and organize daily work routine; establish priorities for the completion of work in accordance with sound time-management methodology. Ability to plan and coordinate multiple projects and activities with broad scope and breadth. Understands and comfortably navigates the multi-disciplinary nature and broad reach of the public workforce development arena. Must be able to multi-task in a dynamic and ever-changing operating environment.
- Coordination and Collaboration - Equally comfortable working as part of a inter or intra agency team. Works well in a collaborative, open and collegial partner and stakeholder centric ecosystem. Coordinates with other managers, project leads, partners and staff, as needed, to fulfill project objectives.

### **EDUCATION AND EXPERIENCE**

Requires a bachelor's degree in business, public administration, behavioral sciences or related field or equivalent experience. At least five years of related experience is required. Ability to handle multiple projects and tasks; ability to work with diverse populations; ability to establish and maintain effective working relationships; ability to communicate complex ideas effectively both orally and in writing.

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### **ADDITIONAL REQUIREMENTS**

The ability to work some nights and weekends is required. An acceptable general background check to include a local and state criminal history check and a valid driver's license. Because this position will support regional infrastructure, travel using dependable personal transportation and current auto insurance coverage will be expected. Mileage will be compensated by a monthly travel allowance per agency policy.

### **PHYSICAL REQUIREMENTS**

- Requires the ability to exert light physical effort in sedentary to light work.
- Some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).
- Tasks may involve extended periods of time at keyboard or workstation.

### **SENSORY REQUIREMENTS**

- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally.

### **ENVIRONMENTAL EXPOSURES**

Essential functions are regularly performed without exposure to adverse environmental conditions.

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_