MASSACHUSETTS TEACHERS ASSOCIATION

VACANCY NOTICE

The Massachusetts Teachers Association is currently seeking applicants for the position of Director of Human Resources. If you are interested in applying for this opportunity, please notify Human Resources.

POSITION DESCRIPTION

Title: Director of Human Resources

Division: Human Resources

Designation: Management

Major Responsibility: The Division of Human Resources is responsible for implementing Human Resources strategies to achieve the goals of MTA’s Strategic Action Plan. The Director of Human Resources establishes, implements, oversees and evaluates these HR strategies, processes, programs and policies and works collaboratively with the management team. In so doing, the Director focuses on organizing and member empowerment as the guiding principles of the MTA and its employees. The Director is responsible for all facets of the HR function, including but not limited to HR planning and strategic integration, performance management, staff training and development, benefits, compensation, labor relations, recruitment, human resources information systems, compliance with collective bargaining agreements, adherence to employment laws and regulations, statistical/analytical reporting, and interdivisional deployment of staff to meet temporary and project staffing needs, including the achievement of the organization’s political objectives.

Reports to: Executive Director-Treasurer

Essential Job Functions:

- Manages all facets of the HR function.
• Identifies and researches HR issues; contributes information, analysis and recommendations to MTA’s strategic thinking and direction; establishes HR objectives aligned with MTA’s Strategic Action Plan.

• Supports division managers in staff recruitment and management and in the interdivisional deployment of staff to meet temporary and project needs. Oversees development of effective job descriptions. Works to develop and execute hiring plans, when needed, for employees with highly specialized skill sets.

• Assures compliance with MTA collective bargaining agreements, MTA policies and employment laws and regulations by establishing clear procedures and timelines. Reports regularly to the management team.

• Provides advice on collective bargaining negotiations.

• In collaboration with division managers, identifies the competencies of full capacity staff and recommends learning objectives to achieve the goals of MTA’s Strategic Action Plan. Maintains a database on staff training and professional learning, evaluates its effectiveness, and recommends changes.

• Promotes MTA mission and values by:
  o Embracing the vision and goals of MTA’s Strategic Action Plan for full capacity members, locals and staff and actively promoting achievement of these goals in daily work.
  o Building and maintaining a strong level of trust and respect for MTA members and staff.
  o Ensuring that governance actions are communicated in a timely manner throughout the organization as appropriate
  o Motivating and inspiring staff to collaborate in planning and in the successful implementation of goals and timetables.
  o Driving for continuous improvement by rigorously evaluating our work, celebrating success and recommending changes when needed.

Specific Responsibilities:

• Supports the management staff and their divisions in the implementation of HR strategies, including developing strategies to ensure consistent, effective evaluation of staff.

• Devises HR strategies that support an organization culture of collaboration, high performance, achievement and job satisfaction.

• Collaborates in the development and implementation of staff training and professional learning programs to achieve the goals of MTA’s Strategic Action Plan.

• Develops and implements communication strategies to support, recognize and celebrate employee achievement and to promote employee engagement in MTA’s organizational mission.
• Provides advice and resources to managers and employees to improve the system of employee feedback and evaluation. Monitors compliance with evaluator deadlines and makes regular reports to the Executive Director-Treasurer.
• Serves as staff consultant to the Board Bargaining Team.
• Establishes and maintains productive working relationships with staff unions to improve conflict resolution procedures and identify opportunities for collaboration.
• Recommends strategies for increasing employee engagement in achieving the goals of the Strategic Action Plan.
• Assures efficient and timely implementation of HR tasks related to benefits, compensation, payroll, employee data, and financial and management reporting.
• Recommends annual division budget.
• Develops and maintains HR data systems and personnel records.
• Oversees production and dissemination of a periodic internal newsletter for employees.
• Serves as a member of the MTA Management Team.
• Performs other duties as assigned by the Executive Director-Treasurer.

Minimum Qualifications:

• Understanding of and commitment to a pro-labor and pro-public education agenda in legislation and policy.
• Understanding of and commitment to the vision and goals of MTA’s Strategic Action Plan and to a collaborative process to achieve those goals.
• Six to nine years of human resources experience.
• Experience in a union environment.
• Experience in the design and implementation of employee training and development strategies to achieve organizational goals.
• Experience with performance management.
• Strong knowledge of best practices and competencies for a high-quality HR function.
• Proven successful management of people and projects.
• Competency in the use of technology in HR solutions.
• Excellent oral, written and interpersonal communications skills.
• Commitment to teamwork. Strong team-building skills.
• Commitment to fostering a work environment that is highly professional and collaborative and produces high-quality work and results.
• Bachelor’s degree in HR Management, Psychology, Business or a related field. Master’s preferred.
• Available to work long hours, nights and weekends.
• Car required for travel throughout Massachusetts.

Qualifications may be waived if MTA’s interests warrant.
To apply for this opportunity, submit your cover letter and resume to:  
jobs@massteacher.org

MTA Human Resources  
2 Heritage Drive

Quincy, MA  02171  
Fax: 617-570-4961

The MTA is an Equal Opportunity Employer. We value our diverse workforce and welcome applications from minorities, women, and persons with disabilities.