HR Consultant

The HR Consultant will work as a key member of the University Libraries Human Resource team to assist in continuous improvement of the HR function. The HR Consultant will serve in a generalist capacity, interpreting HR-related policies and offering solutions across a wide variety of HR functions. Through ongoing and regular collaboration with HR Connection (Ohio State’s HR service delivery center), HR Centers of Excellence and the HR Business Partner, the HR Consultant will help ensure the delivery of distinguished customer service for HR inquiries and transactions.

This individual will be responsible for providing strategic consultation to tie business objectives to employee and manager needs on matters including talent and workforce planning, onboarding, performance management, succession planning, learning and professional development, compensation, employee relations, and related areas of human resources. The HR Consultant collaborates with leaders to effectively utilize core HR centers of excellence such as total rewards and talent management. This role will also support leaders, managers, and supervisors with HR-related activities throughout the employee lifecycle such as recruiting, pay and job changes, life events, and terminations.

- Partners with HR Business Partners to help communication, change management and implementation of key HR initiatives and changes impacting employees and managers.
- Proactively centers the values of diversity, equity, inclusion, accessibility, anti-racism, and social justice in all operations and interactions.
- Provides input to the HR planning process to align with unit strategic plan.
- Acts as a resource to managers and employees on a wide variety of human resources topics, guides individuals to tools and resources, facilitates communication, and helps resolve conflicts that impact engagement.
- Identifies training and learning needs and works with Talent Management to deliver training curriculum and provide management coaching opportunities.
- Responds to general questions and provides connectivity to the appropriate resource for resolution. Partners with the ELR CoE to develop plans to address performance issues and investigate employee complaints.
- Partners with Talent Acquisitions to ensure that recruiting strategies and processes are well understood and used effectively by hiring managers. Oversees student employee hiring process and works with supervisors and recruiting team to identify and resolve issues.
- Interprets HR policies and approves exceptions to policy within delegated authority.
- Responsible for transactions in Workday such as approving and initiating tasks.
- Performs orientation, onboarding, and exit processing.
- Serves as representative on various committees and working groups.
- Other duties as assigned.

Required qualifications:
- Bachelor’s degree in relevant field or equivalent experience required.
- Minimum of 4-years of relevant human resources experience required.
- Experience working with HR systems such as Workday.
- Ability to exemplify the values of diversity, equity, inclusion, accessibility, anti-racism, and social justice.
• Solid understanding of employment law, confidentiality, performance management, change management, and critical problem solving.

Desired qualifications:
• Advanced degree in a relevant field.
• 4-8 years of relevant human resources work experience.
• SHRM-CP or PHR certification.

The posting range for this position is $48,000 to $90,300 annually. Please submit cover letter and resume with online application by October 31, 2021 at: https://osu.wd1.myworkdayjobs.com/OSUCareers/job/Columbus-Campus/HR-Consultant_R31029

Delivering HR Excellence. Inspiring People. Leading Change.
Human Resources at The Ohio State University is currently leading a transformative redesign of the HR Service Delivery model (HRSD). The model includes a consistent organizational structure across campus and the medical center, redesigned processes enabled by Workday and ServiceNow technology, and a renewed focus on customer service with delivery of excellent HR and payroll services to stakeholders. HR Service Delivery is a key pillar of HR’s strategic plan and is within the scope of the Enterprise Project.

As a collective result of these efforts, Human Resources seeks to realize the following benefits for the Ohio State community:
• A leading faculty, staff and student experience.
• Consistent and streamlined processes.
• Data and transaction integrity.
• Clear pathways to HR career progression.
• Risk reduction.

About The Ohio State University Libraries
The Libraries promotes innovative research and creative expression, advances effective teaching, curates and preserves information essential for scholarship and learning at Ohio State, and shares knowledge and culture with the people of Ohio, the nation, and the world. Libraries faculty and staff live these values in all that we do: Discovery, Connection, Equity, Integrity, and Stewardship. Learn about our strategic directions here https://library.osu.edu/strategic-directions.

The Libraries’ greatest resource is our faculty and staff. Their expertise produces value beyond the collections and their commitment to continual improvement and innovation is one of the most significant ways the Libraries meets the diverse and evolving information needs of university students, faculty, and staff, alongside scholars throughout Ohio and the world.

As a global leader, the Libraries is actively engaged in local, statewide, national, and international initiatives to help shape the future of academic research libraries. These activities and the innovations that result enhance our ability to acquire, manage, and preserve emerging information resources, support knowledge creation, and enable its effective transmission to future learners. Information about the Libraries is available at https://library.osu.edu.

The Libraries strives to provide welcoming, supportive environments for all to pursue and share knowledge. The Libraries is guided by our strategic priorities that facilitate, celebrate and honor diversity, inclusion, access and social justice. All positions are expected to contribute to building and advancing this environment, and we encourage candidates to apply who share these values.
The Ohio State University is an equal opportunity employer.

All qualified applicants will receive consideration for employment without regard to age, ancestry, color, disability, ethnicity, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, gender, sexual orientation, pregnancy, protected veteran status, or any other basis under the law.