



HILL COUNTRY BIBLE CHURCH

JOB DESCRIPTION

SENIOR DIRECTOR OF PEOPLE AND RELATIONS

Job Classification: Full Time, Exempt, Senior Leadership

Date: May 2023

SUMMARY

The person in this role is strategic and relational to serve as “Head of People/Chief HR” – owning the employee experience, talent acquisition, development, and retention strategies. They will work with our executives to guide the training and development of staff, enhance performance management, build a flourishing leadership pipeline, and foster strong relational health across the organization – as “each of us, together... saturate Greater Austin with the love of Jesus.”

OUTCOMES – SUCCESS IN THIS POSITION WILL RESULT IN:

1. There is high employee engagement and retention; our best resources are focused on our top priority of people
2. The staff of Hill Country unite around our mission, vision, and values, they are growing professionally, and thriving by BLESSing, discipling, and developing leaders
3. A strong pipeline of current and future leaders step into all God has for them; Hill Country can hire and promote from within our staff and congregation; there is continuous development and launching of kingdom influencers across all sectors as people are shepherded well and provided opportunities to step into their Masterpiece Mission
4. Decisions, processes, and strategies align with our mission, vision, and values, and scale to growth and impact in our congregation and community – this includes all people functions:
 - a. People and Performance Management; Talent Acquisition, Retention, Evaluation, and Recognition
 - b. Staff Development, Management, and Leadership Training (specialized and ongoing)
 - c. Cultural Health; Compensation and Benefits; Care and Compliance for People and Relations
 - d. Prioritization of Church goals and Strategic pillars

MAJOR RESPONSIBILITIES AND ACTIVITIES (WHAT YOU WILL DO):

1. *Understand, engage, and personally own* our Core Values (listed below under “Culture”) and Church Goals to Reproduce Disciples (Fully Formed Followers), Gospel Saturation (personal evangelism/BLESS), Leadership Development (identify, equip, and unleash leaders with an Eph. 4 mind-set), and Growth and Impact.
2. Work with strategic stakeholders (Executives, Senior and Lead Directors, Staff Chaplain, HR/Staffing, etc.) to set and execute the long-term vision for all people functions - consistently improve our effectiveness, relational health, and the employee experience to help us achieve our vision to be a movement of changed lives
3. Ensure best practices along with compliance for equal employment opportunity laws, benefits, payroll, Job Descriptions, promotion, recognition, etc.
4. Own the overall recruiting and staffing strategies as you lead and direct your teams – so we are recruiting and retaining the best employees and effectively stewarding our number one resource: people
5. Build scalable professional development and training opportunities; provide pathways for growth and advancement, coach and lead our teams and supervisors to manage people in an integrated, thoughtful, and consistent manner
6. Responsible for healthy rhythms for staff community and alignment across the organization – this includes Unite (weekly staff meetings), Pipeline (Leadership Training), Celebration Events, Staff-Wide Training, etc.
7. Develop key metrics to measure employee joy, engagement, performance, and retention; lead your teams to execute a clear Ministry Purpose and Plan (MPP)
8. Work collaboratively across locations and ministries to develop and execute a robust leadership pipeline; improve the collection and response to data to shepherd people and help them take next steps in their Masterpiece Mission

CANDIDATE MUST HAVES (WHAT YOU’LL NEED):

1. 10+ years Leadership Experience in a high-growth people environment (preference for Head of People, Chief HR, or Senior or Executive Leadership experience)
2. Proven ability to influence and drive change across an organization, aligning strategy with mission/vision goals
3. Strength in discernment (understanding and evaluating ideas/situations) and galvanizing (rallying and organizing people, systems, and plans for action)
4. Expertise in coaching and training across the full spectrum of seniority and lay leadership; proven experience in performance management and cultural health
5. Strong engagement and service in the local church with experience working with volunteers (staff or lay leaders); ability to provide spiritual leadership and a biblical framework
6. Sees themselves as an owner of the mission, vision, and values of Hill Country Bible Church
7. Aligns with the core beliefs of HCBC and becomes an active church member within 3 months of hire
8. Available to serve Sundays, Easter/Christmas Eve, and occasional evenings; ability to physically walk large campus and to carry up to 20lbs

CULTURE AND CLIMATE:

1. Position reports to Executive of Enablement and manages HR, Staffing, and Relational Equipping Directors, responsible for Training and our Leadership Pipeline
2. Staff culture is goal-oriented, collaborative, with accountability, priority of personal evangelism and discipleship
3. Core Values: Responding to God's Word, Engaging Generations, Celebrating Life Change, Thinking Beyond Ourselves, Loving our Neighbors