



Job Title: Manager – Human Capital Management

Solution Area: Human Capital Management

Project Location: Philadelphia Area

navigATE is seeking a manager to join our growing, boutique, management consulting firm in Villanova, PA. navigATE works collaboratively with our clients to help them improve operational effectiveness and achieve their strategic goals. As a growing, regionally focused, management consulting firm we bring the experience, expertise and resources needed to help our client succeed.

Position Description

Knowledge

- **Psychology:** Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods and assessments.
- **Personnel and Human Resource Management:** Knowledge of principles and procedures for personnel recruitment, selection, training, labor relations, and personnel information systems.
- **Demonstrated Management experience:** Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership techniques, production methods, and the coordination of people and resources.
- **Designing and implementation of Organizational Strategy and Performance Management Programs**
- **Ensure that all project deliverables are completed on time, within scope, and within budget.**
- **Education and Training:** Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects along with return on investment.
- **Customer and Personal Service:** Knowledge of principles and processes for providing customer and personal services, including customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Skills

- **Complex Problem Solving:** Identifying complex problems and reviewing related information to develop organizational and change management strategies and evaluate options and implement solutions.
- **Management of Personnel Resources:** Motivating, developing, and directing people as they work, identifying the best people for specific tasks.
- **Time Management:** Managing one's own time, and the time of others, effectively.
- **Instructing:** Providing guidance to others on what to do and how.
- **Monitoring:** Monitoring/assessing the performance of individuals and organizations to identify corrective actions and make improvements.

Abilities

- **Deductive/Inductive Reasoning:** The ability to apply general rules and knowledge to specific problems to produce logical solutions. Also, the ability to combine pieces of



information to form general rules or conclusions, even finding a relationship among seemingly unrelated events.

- Oral and Written Comprehension and Expression: The ability to listen/read and understand information and concepts presented through verbalized/written expression. Also the ability to effectively communicate information and ideas through comprehensible verbal/written expression.
- Develop New Alternatives: The ability to originate numerous ideas about a topic, without regard to the quality, correctness, or creativity of the ideas.
- Problem Identification: The ability to recognize existing or potential challenges without regard to conflict resolution.

General Responsibilities:

Change Management

- Facilitate the adoption of new or improved processes and/or procedures across the organization. These changes in governance could include technology implementations, workforce/human resources transformations, and corporate policies. Oversee the development and deployment of change management methodologies and procedures to guide the adoption process.
- Apply proven communication, analytical, and problem-solving skills to help maximize the benefit of organizational directives and their business goals.

Organization Dynamics

- Advise management concerning personnel, managerial, and marketing policies and practices and their potential effects on organizational effectiveness and efficiency.
- Analyze data, using statistical methods and applications, to evaluate the outcomes and effectiveness of workplace programs.
- Assess employee performance as well as develop a system for improvement.
- Confer with personnel concerned to ensure successful functioning of newly implemented systems or procedures.
- Interview personnel and conduct on-site observation to ascertain unit functions, tasks performed, and methods, equipment, and personnel utilized.

Strategic Human Resources (HR) Advisory

- Analyze job requirements and content to establish criteria for classification, selection, training, and other related personnel functions.
- Develop interview techniques, rating scales, and psychological tests used to assess skills, abilities, and interests for the purpose of employee selection, placement, and promotion.

Training and Instructional Design

- Identify training and development needs.
- Plan, develop, and provide training and staff development programs, using knowledge of the effectiveness of methods such as classroom training, demonstrations, on-the-job training, computer based training, meetings, conferences, and workshops.

Merger & Integration/ Consolidation & Restructuring

- Design and facilitate organizational development, mergers, consolidations and change.



Responsibilities

- Leading and influencing the planning and implementation of projects
- Facilitate the definition of project scope, goals, and deliverables
- Assembles project team by identifying resources needed and assigns individual responsibilities (Client and Consultant)
- Defines project tasks; Plan and schedule project timelines
- Creates and executes project work plans and revises as appropriate to meet changing needs and requirements.
- Manages day-to-day operational aspects of a project and scope.
- Manage project budget
- Track project deliverables using appropriate tools
- Provide direction and support to project team which can include 3rd part contractors
- Constantly monitor and report on progress of the project to all stakeholders
- Implement and manage project changes and interventions to achieve project outputs
- Escalate project issues and risks as appropriate to leadership
- Minimizes exposure and risk on project.
- Ensures project documents are complete, current, and stored appropriately.
- Keeps track of lessons learned and shares those lessons with team members.
- Reviews deliverables prepared by team before passing to client or leadership
- Identifies opportunities for improvement and makes constructive suggestions for change

Educational Requirements

- Minimum of a bachelor's degree (masters preferred) in Industrial/Organizational Psychology, Human Resource Management or related fields.

Application Instructions:

Interested individuals should send your resume and cover letter in MS Word or PDF to: Iwanttowork@navigatecorp.com to be considered for this opportunity.

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