

JOB POSTING

Job Title: **Director of HR Compliance**

Department: **Human Resources**

Reports to: **Vice President, Total Rewards**

Summary

The Director of HR Compliance will coordinate extensively with Corporate and Business Unit compliance staff to communicate, manage and monitor HR compliance activity enterprise-wide. This function plays an important role in creating and maintaining safe, equitable and high-integrity businesses that support our employees, students, viewers, customers and the communities in which we operate.

Primary Responsibility and Essential Functions

- Manage Corporate HR Compliance team activities, including Ethics Hotline administration, Compliance Training and LMS administration, HR compliance requirements, employment filings (e.g. EEO-1, CA and IL Equity reports), COBC updates and distribution
- Monitor federal and state legislation and regulations as they relate to employment and human resources. Communicate changes and compliance requirements to business unit partners
- Coordinate enterprise-wide initiatives to respond to regulatory requirements, including HRIS and compliance training updates, policy drafts, form templates, etc.
- Provide guidance and consultation regarding policies, employment relations and investigations to business units
- Oversee the purchase of new training content and manage 3rd party training-related vendors and contractors
- Coordinate rollout and review of new or updated training courses and materials
- Conduct HR due diligence related to employment matters during acquisitions and dispositions
- Onboard new business unit HR and other compliance personnel, e.g. communicate compliance requirements and review unit policies to identify potential conflicts with GHC policies. Work collaboratively with units to identify compliance gaps and develop a plan to bring them in-line with GHC requirements.
- Coordinate with Corporate Audit, Legal, Information Security and Privacy and Risk departments in drafting and updating compliance requirements, policies, etc.
- Provide regular updates on compliance matters to Corporate HR, Legal, Audit and Information Security and Privacy leadership
- Work with internal and external auditors to review internal processes and controls

Essential Skills, Abilities, and Attributes

- 10 or more years of professional experience with HR compliance issues, employment law or related experience
- Prior experience working with HR systems, such as HRIS and LMS

- Strong reporting and data analysis skills. Able to learn new systems easily
- Ability to research, understand and synthesize complex legal and regulatory information and communicate salient points to non-legal audience
- Extensive experience applying employment law, regulations and company policy to real-life situations
- Experience conducting employment investigations
- Previous experience creating a project calendar, managing day-to-day tasks, planning for projects and responding to unforeseen issues
- Proactive and solution-oriented; Ability to take responsibility, make decisions and meet deadlines
- Excellent written and verbal communication skills, including presentation skills
- Able to keep things simple and communicate clearly, finding the balance between being detail-oriented and concise
- Prior management experience, preferred
- Excellent judgment and the highest degree of confidentiality and integrity
- Ability to work both collaboratively and independently, while exercising initiative, flexibility, and sound business judgment
- Excellent interpersonal skills required. Comfortable working with different levels across the company, including senior level management, and building strong relationships
- Proficiency in Excel, Microsoft Office 365, webinar hosting and other related technologies

The above statements are intended to describe the general nature and level of work being performed by an individual assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, functions, and tasks required of an individual assigned to this job.

The Company

Headquartered in Arlington, Va., Graham Holdings Company is a diversified education and media company whose operations include educational services; television broadcasting; online, print and local TV news; home health and hospice care; manufacturing, digital marketing, restaurants and other emerging operations. Graham Holdings Company delivers quality products and services to today's students, viewers, customers, patients and advertisers. What unites our Company is a commitment to excellence across all of our businesses lines.

Our People and Culture

We strive to create and maintain an inclusive workforce of talented people reflecting global diversity where all forms of individuality are valued, appreciated and celebrated. This is a core tenet of our Company. While not perfect, we won't stop trying.

Graham Holdings - Diverse Companies - Diverse People - Shared Values



Benefits

A comprehensive benefits package includes three medical plans, two dental plans, vision, pension, 401(k), PTO, flexible schedule/remote work, life insurance, AD&D, short and long-term disability, healthcare spending account, dependent care spending account, health savings account, legal plan, tuition reimbursement, employee discounts & deals and more.

Send resume, cover letter and salary requirements to: careers@ghco.com

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or protected veteran status, or any other legally protected basis, in accordance with applicable law.