



## Job Description

**Job Title:** VP of People Solutions and Compliance  
**Reports To:** Chief Administrative and Operations Officer, General Counsel  
**Location:** Atlanta  
**FLSA Status:** Exempt

### SUMMARY

The Vice President of People Solutions and Compliance (VP PS/Compliance) provides executive-level leadership and guidance to the organization's human resources and related operations. The VP PS/Compliance is responsible for identifying and implementing strategic organizational development and talent management goals; overseeing recruiting, HR operations and employee benefit plans; setting, enforcing, and evaluating legally compliant policies, procedures, and best practices; and championing the company's employee values and vision. The ideal candidate will be an exceptional, high energy leader and communicator who is collaborative, trustworthy, a self-starter, "owns" results, and has demonstrated success working effectively within a highly diverse workforce like that of UP Entertainment.

### ESSENTIAL DUTIES & RESPONSIBILITIES

- Collaborates with executive leadership to define and implement initiatives that effectively communicate and support the company's mission and strategic vision; successfully supports this mission through talent management.
- Identifies key performance indicators for the organization's human resource and talent management functions; assesses the organization's success and market competitiveness based on these metrics.
- Researches, develops, and implements competitive compensation, benefits, performance appraisal, succession planning and employee incentive programs.
- Provides guidance and leadership to managers and employees; handles or oversees, as appropriate, the resolution of human resource, compensation, and benefits questions, concerns, and issues.
- Ensures compliance with employment, benefits, insurance, safety, risk management and other laws, regulations, and requirements.
- Leads and/or facilitates training and growth opportunities fostering an awareness of compliance issues as well as general employee growth and development.
- Brings energy, focus, consistent reinforcement and continuous improvement to employee initiatives; e.g. TINYpulse employee feedback tool, eMentor Connect mentoring program, AlignDaily prioritization management system, employee information website (Yammer), employee service and values awards, employee participation in trade associations such as WICT, NAMIC and ProMax, and the company's 10-year service learning opportunity.
- Maintains knowledge of laws, regulations, and best practices in employment law, human resources, and talent management.



- Partners with IT and Legal department members to draft, update, implement, communicate and monitor privacy, security and related technology improvements and policies as they relate to employees and independent contractors
- Drafts and implements the budget for the PS department and provides insight and guidance on staffing budgets.
- Participates in professional development and networking conferences and events.
- Handles investigative proceedings, employee disciplinary proceedings, employment-related regulatory matters, and litigation.
- Serves as a member of the company's Senior Leadership Team made up of select VPs/SVPs across company divisions
- Performs other duties as needed from time to time, including assisting on corporate/M&A matters and general transactional work

#### **EDUCATION/EXPERIENCE**

- Law degree and experience practicing employment law (in house or law firm.)
- At least ten years of human resource management experience required, with strategic, talent management, and/or business development experience highly preferred.
- SHRM-CP or SHRM-SCP preferred.

#### **REQUIRED SKILLS/ABILITIES**

- Excellent verbal and written communication skills.
- Excellent interpersonal and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.
- Thorough knowledge of employment-related laws and regulations.
- Ability to assess and work effectively within existing culture, ecosystem and budgets, proposing change where needed but demonstrating patience in areas where corporate change moves at an established pace.
- Proficient with Microsoft Office Suite or related software.

#### **SUPERVISORY RESPONSIBILITIES**

- The VP PS/Compliance will supervise 2-3 employees.

#### **Application Process**

To apply, submit your resume to Human Resources <https://app.trinethire.com/companies/183-up-tv-aspire-tv/jobs/31338-vp-of-people-solutions-compliance>



### **About UP Entertainment**

UP Entertainment, home to UPtv, UP Faith & Family and AspireTV, is the destination for positive and authentic storytelling that is relevant to each network's audience. UPtv, the trusted network for uplifting entertainment, offers exclusive premiere movies, uplifting theatricals and beloved series. UP Faith & Family, America's favorite streaming service for families, gives instant access to the best in family and faith-friendly entertainment anytime, anywhere, and AspireTV is the leading network for Black and urban lifestyle programming.

For more information, visit [www.uptv.com](http://www.uptv.com) or [www.aspire.tv](http://www.aspire.tv)