



**Human Resources Manager
Main Campus-Salina, KS
Full Time**

The Land Institute is an equal opportunity employer and actively encourages applications from women and people of all ethnic and national origins and sexual orientations. Reasonable accommodations may be made to enable individuals with disabilities to enable you to perform essential functions.

About the Organization

The Land Institute is working to develop an agricultural system that can produce ample food, reduce or eliminate impacts from the disruptions and dependencies of industrial agriculture, and inform cultural change through education. The Land Institute's core activity is research to create a "natural systems agriculture" that mimics the processes and structure of natural ecosystems, like the prairie. This research is focused on creating an ensemble of perennial high-seed-yielding grain, legume, and oilseed plants that can be grown in various combinations, that is, an agriculture of perennial polycultures that can meet human needs into the future. The Land Institute is dedicated to the idea that perennial polyculture agriculture can significantly reduce or reverse soil erosion, use water more efficiently, improve soil quality, greatly reduce reliance on harmful fertilizers and pesticides, and reduce greenhouse gas emissions through increased carbon sequestration in soils.

Founded in 1976, The Land Institute is located in Salina, Kansas, along the banks of the Smoky Hill River at the border of medium and tall grass prairies, making it an ideal location for its research mission. The Institute now employs about 35 people on site, including nine Ph.D. scientists and numerous graduate students and post-doctorate fellows. For more information, please visit www.landinstitute.org.

Position Summary:

As the Human Resources Manager, you play a key role in fulfilling our mission by guiding and managing the human resources function. You originate and lead HR practices and objectives that will provide an employee-oriented; high-performance culture that emphasizes empowerment, quality, productivity, and standards; goal attainment, and the recruitment and ongoing development of a positive, effective workforce.

Characteristics:

- You are a subject-matter expert in core human resource functions and use your outstanding interpersonal skills to connect with employees throughout the organization.
- You enjoy identifying and implementing carefully thought-out processes that increase the efficiency of the human resource function while staying in line with the culture of the organization.

- You are comfortable working at a smaller organization with plans for growth, where you serve the organization as the primary HR practitioner and the wide range of duties that may encompass.
- You embody and align with our vision and mission and appreciate the strength and stability that comes from working with a values-based company.
- You embrace change and have the resilience required to continually improve yourself. You can think creatively and can adapt to evolving situations.
- You understand the need to collaborate with your team members and other departments and that synergy comes from everyone rowing in the same direction.
- You do your work with a courteous, cooperative and helpful mindset, with a positive attitude and in the spirit of teamwork to ensure the success of our organization.

Position Responsibilities:

- Developing and administering programs, processes, procedures, and guidelines to help align the workforce with the strategic goals of the company.
- Conduct a continuing study of all HR policies, programs, and practices to keep management informed of new developments.
- Preparing periodic reports for management, as necessary or requested, to track strategic goal accomplishments.
- Process monthly payroll and payroll-related tasks.
- Carryout the administrative tasks that come with a small HR department.
- Assist hiring managers with recruiting and staffing.
- Facilitate the onboarding and orientation process for new employees.
- Partner with management to communicate HR policies, procedures, programs, and laws.
- Partner with management to steward a culture of transparency and trust, and to implement a team-of-teams approach to operations.
- Partner with management to foster a culture of diversity, equity and inclusion.
- Work with the benefits management firm to obtain cost-effective, employee-serving benefits. Ensure employees are correctly enrolled in benefits they select.
- Utilize the HRIS system to reduce administrative tasks, empower employees, and meet needs of the organization.
- Identify and facilitate training and development needs.
- Keep the organization compliant with employment regulatory requirements.
- Handle functions such as employment policy development and documentation, updating the employee handbook, create and update job descriptions.
- Determine and recommend employee relations practices necessary to establish a positive employer-employee relationship and promote a high level of employee morale and motivation.
- Conduct investigations and facilitate resolution when employee complaints or concerns arise.

- Monitor and advise managers and supervisors in the progressive discipline. Implement and monitor the performance improvement process with poor-performing employees.
- Review and guide management recommendations for employment terminations.
- Lead the organization safety and health programs. Track, record and report OSHA-required data.
- Facilitate the establishment of the company wage and salary structure, pay policies, and variable pay systems within the company including bonuses and raises.
- Carryout the responsibilities assigned by the leadership team to meet the needs of workforce management at The Land Institute.
- Coach and train managers in their communication, feedback, recognition, and interaction responsibilities with their employees. Make certain that the managers know how to successfully, ethically, honestly, and legally communicate with employees.
- The above statements are not an exhaustive list of job duties and responsibilities. They only reflect the general duties and responsibilities necessary to describe the principal functions of the job. Responsibilities of the position are subject to change as determined necessary.

Required Qualifications

- Bachelor's degree or an equivalent combination of education and experience in human resources, business management or organizational development. Master's degree preferred.
- Five or more years of human resources experience with progressive leadership growth; HR management experience preferred.
- Specialized training and experience in diversity & inclusion, employment law, compensation, organizational planning, organization development, employee relations, safety and training.
- PHR or SPHR certification highly preferred; SHRM-CP, SHRM-SCP is acceptable.

Compensation

The Land Institute offers an excellent benefits package and a competitive salary that is commensurate with experience.

To Apply

To be considered for this position, interested applicants should submit a resume and cover letter to careers@landinstitute.org.