

Position: *HR Business Partner*

Job Summary:

The HR Business Partner (HRBP) position is responsible for aligning business objectives with employees and management in business units.

The position formulates partnerships across the HR function to deliver value-added service to management and employees that reflects **the business objectives of the organization**.

The HRBP maintains an effective level of business literacy about the business unit's financial position, its midrange plans, its culture, and its competition.

Profile:

- Bachelor's degree preferred
- SHRM Certified Professional (SHRM-CP) or SHRM Senior Certified Professional (SHRM-SCP) credential or ability to obtain certification within one year of employment
- Minimum of 8 years of experience resolving complex employee relations issues.
- Working knowledge of multiple human resource disciplines, including compensation practices, organizational diagnosis, employee and union relations, diversity, performance management, and federal and state respective employment laws

Skills/abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Ability to comprehend, interpret, and apply the appropriate sections of applicable laws, guidelines, regulations, ordinances, and policies.
- Ability to acquire a thorough understanding of the organization's hierarchy, jobs, qualifications, compensation practices, and the administrative practices related to those factors.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Proficient with Microsoft Office Suite or related software

Responsibilities:

- Consults with line management, providing HR guidance when appropriate.
- Analyses trends and metrics in partnership with the HR group to develop solutions, programs, and policies.
- Manages and resolves complex employee relations issues. Conducts effective, thorough, and objective investigations.
- Maintains in-depth knowledge of legal requirements related to day-to-day management of employees, reducing legal risks, and ensuring regulatory compliance. Partners with the legal department as needed/required.
- Provides day-to-day performance management guidance to line management (e.g., coaching, counseling, career development, disciplinary actions).
- Works closely with management and employees to improve work relationships, build morale, and increase productivity and retention.
- Provides HR policy guidance and interpretation.
- Develops contract terms for new hires, promotions, and transfers.
- Assists international employees with expatriate assignments and related HR matters.
- Provides guidance and input on business unit restructures, workforce planning and succession planning.
- Identifies training needs for business units and individual executive coaching needs.

- Participates in evaluation and monitoring of training programs to ensure success. Follows up to ensure training objectives are met.

HRBP core tasks

Strategic Control of HR Processes:

Employees are a company's most valuable resource, and the current shortage of skilled professionals constitutes one of the greatest challenges in HR. HRBPs are equipped with the strategic vision to identify bottlenecks early on and run efficient, smooth recruiting and hiring processes.

Beyond that, HRBPs manage employee retention from a basis of sound people analytics data: After all, high turnover rates are one of the major cost drivers within most companies.

Staff Development & Coaching:

Once the right employees have been brought on board, HRBPs ensure that they stay on course and help to move the company forward.

For this, it is crucial that HR provides tailored professional development and training initiatives for managers and employees. These not only drive productivity but are also essential for the company's ability to add value.

Employees who feel appreciated and whose development is supported within the company are much less likely to search competitors' recruiting pages.

Close collaboration with Executive Management:

As an HRBP, your role goes well beyond that of an internal service provider. Instead, you are executive management's direct point of contact for anything to do with planning and meeting HR requirements.

You work with razor-sharp management accounting tools and reliable data to support the executive management team in major decisions such as:

How many new employees will need to be recruited?

Which skills are lacking within the team to maintain an edge over competitors?

You are the one who keeps a clear view and actively helps to shape the company's future.4) Taking Control of Change Processes

The ever-increasing number of challenges people in HR are confronted with is clear evidence of just how important it is to digitalize. Professional roles need to be reconsidered, a new dynamism needs to be injected into established working structures, and processes such as recruiting, and onboarding need to be made accessible online.

Taking control of change processes:

The ever-increasing number of challenges people in HR are confronted with is clear evidence of just how important it is to digitalize.

Professional roles need to be reconsidered, a new dynamism needs to be injected into established working structures, and processes such as recruiting, and onboarding need to be made accessible online.

This is where HRBPs are essential drivers of digitalization, working closely with executive management and confidently taking control of change processes.

Employer branding:

As an HR business partner, it is up to you to bring your company's corporate culture to life and ensure that it supports growth.

At the same time, it is also your job to communicate your corporate culture and everything to do with it to the outside world. Why? This is strategically essential if you want to recruit the best available employees, both in today's highly competitive market and in the future.