



HARWOOD
INTERNATIONAL

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Senior Human Resources Business Partner

Summary

The Senior Human Resources Business Partner (HRBP) is an expert in HR and a strategic partner to assigned business units (client groups) to ensure the alignment of the people strategies with the business units' objectives. Possessing business literacy about the assigned client groups' culture, competition, and financial and operational objectives, the Senior HR Business Partner will serve as a proactive consultant to business leaders on Human Resource related issues, risks and regulatory compliance related to execution of business strategies. This position will be expected to drive and implement HR initiatives to increase organizational effectiveness, build capability and talent of workforce and team, and lead strategy and tactics to positively impact overall business performance and HR metrics.

Classification

Exempt / Salaried

Reports To

Vice President of People & Culture

Essential Functions

Job Functions

- Demonstrate high level of technical knowledge of HR requirements related to day-to-day management of employees, reducing legal risk exposure and ensuring regulatory compliance.
- Partner with leadership in the delivery of HR services, consult with the business leaders by providing HR guidance when appropriate utilizing strong communication and interpersonal skills.
- Collaborate with assigned business units' leadership to understand business strategies and objectives and to establish HR strategies and tactics that will compliment and assist in execution of those business objectives.
- Assess and anticipate HR related needs, identify potential issues/problems, conduct effective, thorough and objective investigations, and seek to develop solutions by communicating proactively with the HR department and relevant business leaders.
- Ensure that human resources services are provided in compliance with established organizational policies, procedures and practices.
- Provide sound HR related counsel and coaching to less experienced HRBPs.
- Provide Employee Relations counseling to employees and business leaders concerning work related issues and effectively handle all employee relations issues by applying HR best practices for performance management and risk mitigation.
- Identify relevant HR data metrics to be captured by HCMS and provide reports and data analysis with innovative and traditional solution recommendations to the VP of P&C.

- Partner with other HR specialty functions (comp & benefits, talent acquisition, talent development), acting as a point of contact and liaison with client groups to deliver superior full HR services.
- Assist and train employees on the interpretation and enforcement of HR and Company policies and procedures.
- Conduct initial review of promotions/salary changes, partnering with compensation to make recommendations.
- Oversee and direct the roll-out/implementation of business and company-wide initiatives, including communication, learning materials and training; facilitating workshops and training.
- Initiate, manage and drive strategic HR projects and initiatives.
- Review talent opportunities and performance gaps; participate in talent planning, talent reviews, talent development, and succession planning for assigned client groups.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Competencies

- Demonstrable proficiency in the knowledge of HR and employment law.
- Highly experienced in employee relations and engagement, talent acquisition, talent development, performance management, comp & benefits.
- Knowledgeable of strategic planning process and the impact of HR services in the execution of the business strategies.
- Strong and effective communication and conflict management skills (oral and written).
- Experienced in organizational development and change management.
- Excellent Platform & Presentation skills.
- Experienced in developing strong partnerships with business leaders and understanding their business objectives, needs, practices and challenges.
- Proficient in using Human Capital Management Systems and Microsoft Office Suite.
- Effective in multi-tasking, time management and delivery of outcomes in an environment of competing priorities.
- Ability to remain calm, professional, flexible and adaptable while demonstrating good judgement and effectively working within a diverse, complex and fast paced work environment.
- Experienced in Project Management and business requirements related to HR technologies.

Supervisory Responsibility

No

Work Environment

This job operates in a clerical, office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Position Type and Expected Hours of Work

This is a full-time position; typical work hours and days are Monday through Friday, 8:30 a.m. to 5:30 p.m. May be some flexibility in hours required.

Required Education & Experience

- Bachelor's degree in Human Resources or related field
- SHRM-CP, SHRM-SCP, PHR or SPHR certification(s)
- 5-8 years' HR Generalist experience in all aspects of HR disciplines including employee relations, recruiting/staffing, training, comp & benefits etc.

Preferred Education & Experience

- Master's degree in Human Resources or related field
- Bi-lingual: English and Spanish
- Real estate / hospitality / construction industry related experience

Work Authorization/Clearance

Offers of employment are contingent upon satisfactorily passing the pre-hire background screening and will also take into account the results of any reference checks, behavioral interview results, and/or pre-hire tests or profiles.

AAP/EEO Statement

Harwood is committed to equal employment opportunity and will not discriminate against Associates or applicants in any terms and conditions of employment on the basis of any legally-recognized basis (protected classes) included but not limited to: age, race, color, religion, genetic information, sex, national origin, disability, ancestry, creed, marital status, sexual orientation, or any other protected class under federal, state or local law. This non-discrimination policy extends to all terms, conditions and privileges of employment as well as the use of all Company facilities, participation in all Company-sponsored activities, and all employment actions, such as promotions, compensation, training, benefits and termination of employment.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, schedules, work hours, responsibilities and other work activities may change at any time with or without notice.

Please send your resume to nrungruangphol@harwoodinc.com