**TJD: HR Business Partner**

**Job Titles**

Global Internal Communications & Employee Engagement Specialist

Human Resources Business Partner

Human Resource Partner I

Manager, Human Resources/HR Business Partner

HR Consultant

**Skills/Responsibilities/ Experience/Deliverables**

**6-Communicate effectively to develop and maintain strategic relationships.**

* Communicate complex information to all levels of the organization.
* Quickly build relationships. Work closely with management and employees to improve work relationships, build morale, and increase productivity and retention.
* Provide ideas and challenges to management teams on people issues.

**6-Assist in development of succession and workforce planning options.**

* Assist leadership with temporary/PRN workforce planning and implementation, internship/externship placements, and other talent processes.

**6-Assist with employee hiring, onboarding and orientation.**

* Facilitate the process and communications for employee hiring, promotion and transfer, including orientations. Support the interview process, conducting and participating in the interviews as appropriate. Manage the paperwork associated with employee changes, including offer letters, confirmation of promotions and transfers, etc. Manage and resolve employee relations issues within respective business unit and provide initial direction in such areas as benefits, leaves of absence, performance management, compensation, job descriptions, recruitment and administration of company policies.

**6-Drive employee engagement, development and performance management.**

* Manage and act as SME on the company's performance management system, including training, system capabilities, question resolution, distribution of results, program enhancement recommendations, etc. Implement strategies to enhance employee engagement to achieve department and organizational goals.
* Coach and develop leaders to effectively engage employees by eliciting input into decision-making, cultivating an environment of employee solution generation and innovation, communicating and translating goals and expectations, providing ongoing performance feedback, and establishing effective employee accountability.
* Develop effective tools and processes for leaders to achieve high-performing, engaged employees.

**6-Manage and resolve employee-relations issues.**

* Resolve employee conflict, workplace accommodations, etc., and conduct effective, thorough and objective investigations when necessary.
* Demonstrate superior problem-solving, solution-generating and critical-thinking skills to quickly and effectively resolve conflicts.

**6-Counsel employees, leaders and HR staff on any relevant policies and/or regulatory and legal regulations.**

* Provide initial direction on benefit and leave-of-absence questions, such as FMLA and workers' compensation. Distribute basic paperwork regarding benefits and leaves and oversee final resolution and/or return of paperwork. Direct complex benefit/leave questions to specialist in specific area.
* Ensure compliance with HR laws, and provide effective and efficient administration of HR functions, including recruitment, orientation, payroll, benefits, employee relations and activities relative to employee services.

**5-Conduct measurement and/or survey work.**

* Proactively obtain, interpret and present metrics and analysis to business leaders to inform decisions (performance, attrition, hiring, vacancy, associate engagement/sensing and other data).
* Interpret and drive departmental action planning as a result of associate engagement surveys, assess facility “temperature” through formal and informal sensing, and plan actions with department managers.
* Analyze trends and metrics in partnership with the HR group to develop solutions, programs and policies.
* Act as SME for the employee engagement process, including the survey and management of survey results and recommendations for management based on results of the survey.

**5-Create high-quality content.**

* Support effective leader and associate communications, determining appropriate vehicles for delivering information (e.g., town hall meetings, flash meetings, huddles, etc.).
* Demonstrate organizational development skills—developing and aligning structure, people, processes and reward systems with business objectives.

**5-Organize people and resources to channel focus and attention.**

* Partner with respective business units to provide human resources support, and act as a business partner for all human capital development.
* Champion culture, shaping structure and aligning talent with the organization’s mission, vision and values.
* Shape organizational structure by aligning people and capabilities with business requirements and conditions.

**4-Support change initiatives while assuring positive employee relationships.**

* Demonstrate experience in HR practices, including change management.
* Implement processes and practices that support workforce diversity and a fair and just workplace, and build employee commitment.

**4-Demonstrate high degrees of business acumen and professionalism.**

* Maintain a high level of confidentiality.

**3-Demonstrate a strong work ethic with the ability to work independently and effectively prioritize projects and tasks.**

* Maintain strong organizational skills, attention to detail, and flexibility in setting priorities and adjusting workload.
* Work with minimal supervision.

**1-Supervise and mentor the administrative assistant.**

* Demonstrate strong relationship-building skills.
* Have at least three years of HR and/or employee relations experience.
* Perform HR generalist-related tasks.
* Be proficient in Microsoft Word and Excel.