

# HR Business Partner Job Description

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## Job description

At [Company Name], we are looking for a highly motivated and skillful HR Business Partner (HRBP) to join our energetic People Team.

In this role, you will provide strategic and operational HR expertise and guidance in the areas of HR and business strategy, leadership coaching, talent assessment and engagement, culture change, and organization design. You are a strategic partner and a consultant for our business leaders, managers, and employees.

This is a hybrid role with the option to work from home. We prefer candidates within [x miles/km] of our headquarters in [Company Location] for occasional in-office days.

## Key responsibilities

Key responsibilities for this HRBP role include:

- **Strategic planning:** As an HRBP, you are helping our company become future-ready. As such, you focus on our existing workforce and prepare them for the future. This means that you:
  - o Identify training needs and assist our L&D team in aligning training programs with our business goals.
  - o Make sure that our workforce has the right size and shape for the future.
  - o Select and develop key talent to ensure that there are people who are ready to fill critical roles when necessary.
- **Coaching and consulting:** As an HR Business Partner, you have a clear understanding of how current and future challenges can affect our people and our organization. As such, you are able to provide effective advice and coaching to key stakeholders. Typically, you:
  - o Conduct weekly or bi-monthly meetings with business leaders and provide HR advice where necessary.
  - o Are up-to-date on employment laws and regulations.
  - o Provide guidance on the creation and implementation of HR processes and policies.
- **Building a competitive organization:** As an HRBP at [Company Name], you play an essential role in helping the company win clients through finding and retaining the best talent. This includes activities such as:
  - o Conducting day-to-day performance management guidance to line managers (mentoring, career planning, coaching, etc.)
  - o Helping line managers deal with organizational, people, and change-related issues.
  - o Collaborating with other members of the People Team to implement innovative and inclusive recruitment strategies.

- o Developing or assisting in creating a future-proof compensation and benefits strategy.
- **Being a company culture and employee experience champion:** Our HRBPs help build and maintain our company culture here at [Company Name], and continuously improve the employee experience. This means that they:
  - o Provide advice and suggestions for culture-related initiatives.
  - o Implement HRM interventions on employee wellbeing, D&I, and talent management.
  - o Work with our management and employees to solve conflicts and help facilitate positive employee relations, maintain a good working environment, build morale, and decrease unwanted turnover.

## Required & preferred qualifications

HR Business Partner requirements:

- A Bachelor's or Master's degree in Human Resources Management, Business Administration, or a related field
- 3+ years or proven experience as an HR Business Partner or similar role
- Solid and up-to-date knowledge of HR practices, principles, and regulations
- Strong interpersonal and communication skills
- Excellent decision-making and problem-solving abilities
- Ability to collaborate effectively across all levels of the organization
- Proficiency in English

Elements that are a plus:

- Recently obtained an HR Business Partner certification
- Demonstrable experience in organizational development and change management

## Compensation and benefits

What we offer:

- A salary between \$73,000 - \$89,000 a year on a full-time basis
- Flexible working hours and the option to work from home
- A high degree of autonomy in a vibrant, result-driven, inclusive, and international team
- 15 paid vacation days per year + 5 extra days after 5 years you work at [company name]
- Pension plan
- Access to Lyra Health mental health platform
- Personal development budget, training, and we pay for the books you read!
- Employee meal program
- Free access to the office gym

## Company overview

[A brief introduction about the company, including its mission, vision, and values.]

[Insight into the company's work environment, culture, and any unique benefits.]

## Application process

If you're interested in joining our company and People Team as an HR Business Partner, we would love to hear from you. We are looking to hire for this role as soon as we find an eligible candidate.

P.S.: Research shows that while men apply to jobs when they meet an average of 60% of the criteria, women tend to apply only when they meet 100% of them. So, if you think you have what it takes but don't necessarily meet every single point mentioned above, please still apply. We would love to consider you and see if you could be a great fit.

[Insert an Apply Now button taking candidates to the start of your online application process].

## Contact information

For questions about this role or working at [Company Name], you can reach out to [insert recruiter or contact person email address].

## Equal opportunity statement

[Company name] is an Equal Opportunity Employer committed to providing a workplace free from discrimination or harassment. Decisions related to hiring, compensation, training, promotion, performance evaluation, and termination are made fairly, and we provide equal employment opportunities to all qualified candidates and employees.

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