

Senior HR Partner

Working Title:	Senior HR Partner
Job Family:	Human Resources
Proposed Classification Title:	Manager University Human Resources/Director I
Proposed Pay Grade:	P37/P38
Job Category	Professional & Scientific

Minimum Qualifications:

Manager University Human Resources (P37) – Bachelor’s degree and 5 years of related experience.

Director I (P38) – Bachelor’s degree and 8 years of related experience; OR a Master’s degree and 6 years of related experience; OR a Ph.D. or other professional degree and 3 years of related experience unless otherwise specified under supplemental required education and experience.

Summary – Senior HR Partner:

Responsible for the oversight and continuous improvement of HR service delivery for supported division. Collaborates with University Human Resources (UHR) and division Senior Vice President (SVP) to ensure an optimal and consistent HR experience for all staff and faculty. Provides consultation and guidance to senior level leadership on complex talent strategies, practices, and employment issues. Collaborates with UHR and the offices of the SVPs and Provost to deploy HR policies and practices, while ensuring the business needs of units are met.

Example of Duties:

- Provides guidance and development to unit HR teams.
- Responsible for managing continuous improvement in HR service delivery and serving as a liaison for their division for Workday changes.
- Monitors performance metrics and conducts Workday data auditing, working to deploy strategies for improvements.
- Facilitates resolution of service delivery issues within the units in collaboration with UHR and division leadership.
- Ensures consistency and uniqueness of HR service delivery across the university.
- Maintains working knowledge of all applicable HR policies and procedures and applies them to complex situations.
- Supports HR Partners advising unit leaders on workforce strategies, leveraging tools developed and delivered by UHR.
- Supports HR Partners on deploying, communicating and training units on new HR programs, policies and processes.
- Collaborates with UHR on critical workforce planning trends and needs on behalf of unit/department.
- Communicates broad themes and needs identified by HR Partners and HR Generalists to UHR and SVPs and assists in developing strategies, policies, communications, trainings and programs to improve HR services.

Senior HR Partner

Preferred Qualifications:

- Demonstrated experience in the management of HR teams focused on the delivery of customer service.
- Experience working and collaborating with senior leadership.
- Ability to evaluate and recommend appropriate HR interventions through a consultative approach.
- Comprehensive understanding of local, state, and federal employment laws.
- Demonstrated ability to maintain confidentiality.
- Strong communication skills, with an ability to function and succeed in a dynamic environment.
- PHR, SPHR, or equivalent certification.

Expected Competencies:

- **Collaboration** – works effectively and constructively with others; shares time, energy and knowledge with others to ensure they can succeed.
- **Relationship Building** – maintains and fosters relationships within, across, and external to organizational boundaries.
- **Inclusion** – demonstrates awareness and respect of cultural and individual values; appreciates and leverages the strengths of others to accomplish goals.
- **Problem Solving** – applies critical-thinking skills to solve problems by generating, evaluating, and implementing positive solutions.
- **HR Acumen** – demonstrates skills and knowledge relevant to the HR function, applying best practices in the discipline to accomplish their work.
- **Organization Knowledge** – understands the vision, mission, and values of an organization in order to achieve success.
- **Coaching/Developing Mindset** – shares knowledge, skills and expertise in order to encourage and reinforce individual and professional development.
- **Effective Communicator** – provides regular, consistent, and meaningful information; listening carefully to others and ensures messages are understood.
- **Lead with Integrity** – instills mutual trust and confidence, creates a culture that fosters high standards of ethics, behaves in a fair and ethical manner towards others.
- **Strategic Thinker** – ability to develop a broad, big-picture view of the organization and its mission.
- **Change Leader** – ability to be flexible and agile in a dynamic environment while maintaining consistency in leadership.
- **Results Oriented/Drive for Performance** – consistently delivers desired results through consistent, quality service that meets mission goals and customer service standards.