

POSITION: HR Business Advisor
DEPARTMENT: HR
WORK SCHEDULE: 8:00 AM - 5:00 PM Monday through Friday (flexible based on client)
REPORTS TO: Andrew Ball, Co-CEO

DATE WRITTEN: April 2023
DATE REVISED:
SALARY RANGE: \$60K-\$100K

STATUS: Full-Time
FLSA STATUS: Exempt

POSITION SUMMARY:

The HR Business Advisor will love every aspect of human resource processes and enjoy variety. You will work closely with business owners and management providing hands-on and strategic input, insight, and advice on an organization's most valuable asset, its employees in regard to talent management, employee relations, coaching and development, compensation, conflict management, organizational development, and training. The HR Business Advisor plays an essential role in establishing and driving HR programs and talent initiatives forward within specific company functions, while always ensuring they align with a company's business objectives. The ideal candidate is highly organized, flexible, adaptable, detail-oriented, and comfortable working in a fast-paced environment.

Broad responsibilities in this role include, but are not limited to:

- Conduct HR Business Audits
- Offer advice on HR Best Practices
- Partner with senior leadership to develop and implement effective HR policies and practices that will support the strategic growth of a business.
- Offer thought leadership regarding organizational and people-related strategy and execution.
- Provide timely information and/or education for all levels of a company on HR issues.
- Educate, coach, and partner with managers on performance management and employee development goals.
- Provide HR expertise in the areas of feedback, employee relations, development and coaching, compensation, and organizational development.
- Participate in the continual development of HR programs, such as recruiting, retention, compensation, benefits, and Learning & Development.
- Collaborate to champion and accelerate a culture of excellence in which people feel engaged and inspired to deliver top business results.
- Develop people strategies and design approaches for diagnosing and enhancing organizational effectiveness and employee satisfaction.
- Lead core HR
- Analyze and interpret various types of employee reports (e.g., compensation, job levels, and attrition) to guide decision-making and provide proactive solutions to their client group.



- Partner with Learning & Development to work on value-added programs in areas of training, development, career mobility, and job performance.
- Educate team members on compensation practices, including compensation, performance feedback, performance calibration, and career transitions.

Requirements & Qualifications

Requirements:

- The HR Business Partner must be able to work at all levels of the HR “stack” – strategic, operational, and tactical, influence effectively across all levels of a company, and navigate through ambiguity, recognizing when it is appropriate to introduce more structure and process without derailing current processes and procedures in place
- Desire to stay abreast of emerging employment practices and laws
- Ability to work hybrid remote and onsite at a client location
- Excellent verbal and written communication skills
- Proficient in Microsoft Office (Word, Excel, PowerPoint)
- Strong organizational skills and attention to detail
- Ability to multitask and prioritize work effectively
- Professional demeanor and positive attitude
- Ability to maintain confidentiality and discretion
- Flexibility and adaptability to changing priorities and demands
- Growth minded

Qualifications:

- BA degree in a related field, with a minimum 3 years of experience in the HR Business Partner role preferred
- Demonstrated experience in various HR functional areas, especially organization development, change management, and employee relations.
- A deep knowledge of HR programs and practices, including applicable state and federal employment laws and regulations
- Must maintain a valid driver's license at all times throughout employment

DIFFICULTY OF WORK:

The Business Advisor exercises independent judgment in interpreting standard operating procedures, general guidelines, instructions, and rules to adapt to specific cases and circumstances that arise during the course of performing a broad range of duties, many of which are unrelated to one another and present new or unique problems. HR Business Advisor must perform individually and use sound judgment in interpreting relevant laws as they are applied.

PERSONAL WORK RELATIONSHIPS:



The HR Business Advisor builds trust and loyalty with clients by becoming a trusted resource on all topics relevant to your industry and each person's unique needs and situation. The Business Advisor will maintain positive working relationships with internal staff and support a positive work culture.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

The Business Advisor performs the majority of duties in a standard office environment, involving sitting, standing, walking for long periods, pushing/pulling objects, lifting/carrying objects weighing up to 20 pounds, bending, reaching, crouching/kneeling. keyboarding, close vision, far vision, depth perception, hearing sounds/communication, speaking clearly, and handling/grasping objects.

Ability to operate a motor vehicle.

There is no or very limited exposure to physical risk.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT:

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Henriott Group, Inc. provides reasonable accommodations to qualified employees and applicants with known disabilities who require an accommodation to complete the application process or perform essential functions of the job unless those accommodations would present an undue hardship.

The job description for the position of **HR Business Advisor** for Henriott Group, Inc. describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Please Circle One Response: Yes No

Applicant/Employee Signature: _____

Print or Type Name: _____

Date of Signature: _____

Human Resources Signature: _____

Date of Signature: _____

