

## Senior HR Business Partner

### Position Summary

The Sr. HR Business Partner is a vital role designed to provide best in class Business Partner service to a large and/or complex school, unit or organization at the University of Virginia. This position is responsible for driving and managing the HR customer experience inclusive of HR program administration, talent and performance management counseling and guidance, risk mitigation, and community and entity leadership to enhance performance of assigned school, unit or organization. Through effective application of unit knowledge, organization networks, creative problem solving, as well as in-depth HR knowledge and experience, the Sr. HR Business Partner supports the vision and objectives of the school, unit or organization and its variety of faculty, staff and team members. The incumbent will report to the Senior Director, HR Service and will not have direct reports.

### Responsibilities and Duties

- Plan and direct human resource programs to ensure the organization's current and future HR requirements are met at a local level
- Contribute to the overall business strategy and its execution by partnering with business leaders to identify, prioritize and build organizational capabilities
- Liaise with area managers to develop and implement local HR strategies that are appropriate for school/unit business needs and consistent with the organization's overall HR strategy
- Champion, drive and lead resource allocation and program planning in alignment with the vision and objectives of the University, school or unit, and HR
- Advise leadership and managers on compensation data and best practices to facilitate appropriate budgeting
- Partner with management to identify and address gaps in skill sets in order to achieve organization objectives and foster a high performing workforce
- Communicate school/unit talent strategy and priority to Talent Recruitment and Talent Management to facilitate ongoing sourcing and growth
- Influence leaders to implement changes needed to improve schools/units functional performance
- Monitor and analyze various human resource metrics and provides proactive consultation to address potential business issues
- Partner with COE Leads, Human Resources Business Partners, and organization leadership to effectively administer and improve administration of human resources programs and services
- Design succession plans key positions; prepare development plans for high potential employees.
- Apply experience and in-depth knowledge of human resources technical areas to increase organizational performance
- Maintain an effective level of business literacy as it relates to the assigned business unit's financial position, culture and engagement, and business objectives

### Functional Area outcomes

- Develop, implement, and support HR goals, plans and initiatives at the school, unit, or organization
- Increase faculty, staff, and team member engagement
- Focus attention on development plans for high potential faculty, staff, and team members
- Reduce and maintain the turnover rate
- Incorporate management feedback into future HR programs

## Knowledge, Skills and Abilities

- Demonstrate broad technical expertise, business and industry knowledge, and process capabilities
- Collaborate and communicate in an exceptional manner
- Demonstrate strong quantitative and analytical skills
- Impact and influence leaders
- Organize and manage time Strategically plan and execute programs and projects
- Develop custom solutions and think outside the box with resourcefulness and by taking initiative
- Adapt to a complex and rapidly changing work environment

## Required and Preferred Qualifications

**Required Experience:** 6 years of progressive relevant experience

**Preferred Experience:** Working and collaborating with senior leadership

**Required Education:** Bachelor's degree

**Preferred Education:** Master's degree

**Preferred Certifications:** PHR, SHRM-CP, SHRM-SCP, SPHR, or an equivalent professional qualification

**Preferred Computer Applications:** Workday, Salesforce and DocuSign