

HR Business Partner

Position Summary

The HR Business Partner position is a vital role designed to provide best in class Business Partner service to his/her assigned school, unit, or organization at the University of Virginia. This position is responsible for driving the HR customer experience inclusive of HR program administration, talent and performance management counseling and guidance, and risk mitigation to augment by executing activities supporting Business Partners, leadership, and school/unit/organization leadership. Through effective application of unit knowledge, organization networks, creative problem solving, as well as in-depth HR knowledge and experience, this position 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

- Coordinate and administer HR programs and activities with limited supervision
- Collaborate with Communities of Expertise (CoEs) to create program documents and/or templates used for local program implementations as well as ensure new programs and processes are effectively communicated and implemented within the business unit
- Facilitate clinical or departmental/unit-specific onboarding activities
- Apply and reinforce performance management and employee relations practices utilizing CoE endorsed practices (e.g., coaching, counseling, career development, disciplinary actions)
- Create and/or review faculty and high-level staff offer letters, including contracts in partnership with school/unit and external partners (e.g., UPG contracts, coaching contracts)
- Provide interpretation and advice on HR, EO/AAE, Provost, HIPAA, ADA/AA, and other governing policies, processes, and laws
- Collaborate with managers on promotions, job changes, and transfers
- Work with Managers, HR colleagues, Finance, and CoEs to ensure information is accurate, in support of headcount and budget management
- Identify and escalate opportunities for improvement that support the school/unit's goals and objectives, resulting in a better client experience and alignment with HR strategy and objectives
- Partner with COE Leads, Human Resources Business Partners, and organization leadership to effectively administer and improve administration of human resources programs and services
- 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

- Utilize extensive knowledge of the principles and practices of organizational development/effectiveness/behavior with the ability to positively influence the culture and effectiveness of the organization
- Provide coaching and guidance to leaders on a variety of performance-related situations or circumstances
- Foster and maintain collaborative relationships with customers, peers, and other members of management and leadership
- Utilize knowledge of the HR field including employment laws and regulations (higher education knowledge preferred)
- Apply strong problem-solving skills with the ability to provide flexible solutions to resolve ambiguous, confidential and sensitive situations
- Manage multiple priorities with exceptional attention to detail while meeting deadlines
- Apply effective communication, organizational and change management skills
- Relate to individuals at all levels, with an understanding of diversity issues

Required and Preferred Qualifications

Required Experience: 5 years of relevant experience

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