

The University of Texas at San Antonio

Job Description

Job Title: Senior Human Resources Business Partner (SHRBP)
Code: 19561
Salary Grade: 63
FLSA Status: Exempt
Department/Division: Human Resources
Reports To: Executive Director, Human Resources Business Partner

Summary

- Function: Provides complex/high level collaboration with various stakeholders to help lead and drive change management, leadership development, workforce strategy, strategic staffing, organizational design, training and development, employee engagement and employee relations. Collaborates with division leadership to proactively identify complex human resources (HR) needs and serves as a resource on HR policies, procedures and practices. Identifies complex HR implications of both strategic and operational plans being proposed by the University. Formulates strategic partnerships across HR functions to deliver value-added service to management and employees that reflect the business objectives of the organization.

Duties

- Typical:
 1. Serves as a lead for HR Business Partners, providing advice and guidance on complex/significant issues.
 2. Works closely with the leadership team to align HR strategies to business objectives. Develops and maintains an in-depth business knowledge in order to proactively identify opportunities and solutions to emerging issues in the organization.
 3. Consults with assigned business leaders to understand and develop critical business strategies and drivers and identify corresponding HR capabilities required to achieve operational and strategic priorities.
 4. Ensures human resources issues are a key part of long term strategic planning in the organization, to include providing guidance and input on business unit restructures, emerging employee skills requirements, workforce planning and succession planning.
 5. Builds and leverages relationships across the organization in order to drive change and support leaders in achieving their goals. Coaches and advises supervisors on employee and organizational issues.
 6. Leverages business acumen with HR knowledge and professional experience to promote optimal HR strategies in the organization to drive business performance.
 7. Consults with leadership, providing HR guidance and policy interpretation when

- appropriate.
8. Manages and resolves complex employee relations issues. Conducts effective, thorough and objective investigations.
 9. Works closely with management and employees to improve working relationships, build morale and increase productivity and retention.
 10. Supports supervisors and staff on the performance management process, including: setting goals and expectations, managing staff, delivering performance feedback and identifying behavioral indicators, helping supervisor to create staff development plans or opportunities.
 11. Analyzes trends and metrics in partnership with HR to develop solutions, programs and policies.
 12. Participates in strategic planning with respective departments working with central HR departments to help the business meet present and future goals.
 13. Plays a key role in the management and implementation of HR related projects and initiatives throughout the business. Ensures ongoing departmental initiatives are within existing University policy and coordinated with other key stakeholders internal and external to HR.
 14. Tracks key metrics in the organization. Analyzes and reports on relevant HR performance indicators related to employee performance, staffing, employee relations and compensation. Develops and promotes strategies to address issues identified for improvement.
 15. Performs other duties as assigned.

Education

Required	Preferred
Bachelor's degree from an accredited institution.	Master's degree from an accredited institution.

Other Requirements

Required	Preferred
Effective judgement, tact, diplomacy and discretion required in all matters. Excellent verbal and written communication skills.	PHR, SPHR, SHRM-CP or SHRM-SCP certification.
Demonstrated effective interpersonal skills.	Professional HR experience in higher education.
Must be able to maintain strict confidentiality.	Experience as an HR Business Partner.
Possesses knowledge and understanding of State and Federal guidelines and law within the functional areas. Must have knowledge of employment law and utilizes that knowledge in their daily function.	
Demonstrated ability to effectively communicate and influence at all levels within the assigned departments.	
Ability to manage complex relational dynamics	

and influence change.	
Ability to facilitate problem-solving and approach client issues from a solution-oriented stance. Creativity and latitude required.	
Ability to manage multiple priorities.	
Criminal Background Check (CBC).	

Experience

Required	Preferred
Seven years of professional HR experience as an HRBP or HR Manager.	N/A
Experience developing and maintaining complex relationships to drive change at all levels of leadership from first line supervisors to executives as well as employees.	
Experience conducting effective, thorough and objective investigations.	
Experience providing complex HR consulting services to organizational business customers.	

Equipment

Required	Possible
Knowledge of Microsoft Office software suite (Word, PowerPoint, Excel, Outlook) and standard office equipment.	N/A

Working Conditions

Usual	Special
Normal working conditions.	N/A

Supervision

Received	Given
Limited supervision from the Executive Director, HR Business Partner.	May directly supervise staff and/or student employees.

Accuracy

Proficiency in all assigned duties.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code. Criminal Background Check Required.
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Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.