

## **St. Francis Hospital HR Business Partner**

### **Job Summary:**

Serve as the dedicated Human Resources (HR) professional for the assigned department, division, or group(s) of the organization. Work closely with leaders on strategic and tactical HR initiative that are aligned with the organizations business objectives. Perform specialized and administrative duties in designated HR functions. Responsible for providing high-level daily support in the administration of the HR program for the assigned division/group.

### **Job Duties and Responsibilities:**

- Collaborate with group leaders to ensure that business strategies appropriately reflect human resource components; broadly contribute to assigned group(s) business strategies.
- Advise management on the formulation and administration of plans and policies for human resource activities.
- Act as internal consultant by analyzing and recommending solutions to human resource issues relating to assigned group.
- Implement and provide guidance on human resource policies and procedures.
- Serve as a coach and adviser to group leaders and managers, related to their individual and team development, business decision-making and general leadership practices.
- Plan and coordinate recognition events; drive associate engagement across the group/division.
- Ensure assigned group is in compliance with established policies and procedures; drive manager accountability.
- Assist in the planning and organizing of assigned group to include staffing assessment and talent development; collaborate with managers to optimize labor utilization (e.g., contractor, PRN, overtime).
- Serve as a change management leader; effectively prepare managers and leaders to drive change.
- Support organizations culture and drive desired cultural change; leverage the range of human resources levers to include selection, communication, compensation, benefits, etc.
- Facilitate the implementation of organizational/standard HR processes and programs, to include reinforcing the shifting roles of HR and HR technology; Conduct periodic audits of human resource activities to ensure compliance with policies and procedures.
- Facilitate talent acquisition/recruitment, employee relations, and internal communication needs for the assigned department, division, or group(s); serve as the dedicated recruiter, employee relations representative, and leave coordinator for the assigned group/division.
- Facilitate and coordinate full-cycle recruitment of open positions; coordinate the interview and onboarding processes.
- Ensure associate, manager and leader needs are addressed through the appropriate channels.
- Prepare and maintain special internal and external reports as requested by group leadership or direct supervisor; answer non-routine requests for information on policy interpretation.

- May plan, assign and/or supervise the work of others; may function as a team leader; participate in professional development sessions or seminars; work on special projects; conduct or facilitate training.
- Perform additional duties as assigned.

### **Qualification Requirements:**

#### Minimum Education:

- Bachelor's Degree in Human Resources, Business Management, Finance, or related field.
- Four (4) years of additional experience beyond that required plus Professional in Human Resources (PHR or SPHR) certification may be applied in lieu of the degree requirement.

#### Minimum Experience:

- Four (4) years of professional level Human Resources experience to include a demonstrated understanding of and experience facilitating/coordinating recruitment and employee relations. Relevant experience in the assigned division or healthcare industry is preferred.

#### Licensure/Certification(s):

- Professional in Human Resources (PHR) is preferred.

#### Knowledge, Skills, and Abilities:

- Knowledge of Human Resources Management principles and widely accepted standards.
- Knowledge of federal and state labor laws.
- Knowledge of recruitment/talent acquisition practices.
- Strong business acumen and understanding of the healthcare industry.
- Excellent communication skills and the ability to clearly articulate both verbally and in writing to all levels of the organization.
- Strong negotiation/mediation skills.
- Project management skills and the ability to serve as a change leader.
- Time management skills and the ability to identify and organize work according to priority management.
- Strong analytical skills and the ability to break-down a problem into its basic components in order to derive a solution.
- Problem resolution skills and the ability to address and resolve a problem/issue quickly.
- Strong interpersonal skills and the ability to develop business relationships with persons of varying personalities.
- Ability to effectively envision, develop and implement new strategies to address competitive, complex business issues.
- Ability to promote and market job opportunities.

Disclaimer: The information on this description has been designed to indicate the general nature and level of work performed by employees assigned to this job. It is not designed to

contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned.

**If interested in applying for this position, please visit our website at [www.wecareforlife.com](http://www.wecareforlife.com)**