

## Human Resources Business Partner Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=228579>

Downloaded On: Jun. 30, 2024 11:28am

Posted Jan. 9, 2024, set to expire Dec. 31, 2024

<b>Job Title</b>	Human Resources Business Partner
<b>Department</b>	Human Resources
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	Jan. 9, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Human Resources
<b>Job Website</b>	<a href="https://jobs.tufts.edu/jobs/20017?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/20017?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### Overview

Tufts University's Human Resources office seeks experienced, creative, and results-oriented Human Resources candidates for the position of Senior Human Resources Business Partner.

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In support of the University's mission to be a high quality educational and research institution, the Human Resources team partners with University communities to provide a broad array of programs and services.

Human Resources is committed to providing excellent service as a partner with management in the recruitment and retention of highly qualified diverse staff facilitating positive employee relations training to enhance employee skills, performance and job satisfaction. Human Resources creates and implements programs to increase organizational effectiveness as we design and deliver fair, competitive benefit and compensation programs.

Working together in a spirit of continuous improvement and collaboration, the Human Resources team contributes to a progressive and productive work environment that meets the challenges of a changing world.

### **What You'll Do**

Under general supervision, the Human Resources Business Partner provides trusted advice to assigned client groups designed to improve administrative effectiveness at Tufts. Responsible for working with client management to develop and implement workforce plans and strategic, operational and tactical staff deployment/management strategies. Participates in regular client management strategy and project planning sessions to serve as a client thought partner. Applying broad knowledge of HR policies and practices, works on large-scale client-department projects and participates in other projects within the Human Resources department.

### **Essential Functions:**

- Assesses client needs and develops/introduces HR solutions or initiatives that support strategic business objectives to help move the organization forward, demonstrating thorough understanding of the department/division/school/campus culture, priorities and tactical realities while balancing the requests of the client with university policy and guidelines.
- Acts as an employee advocate, management coach, and change agent, leading initiatives proactively to support employee engagement and organization development.
- Responsible for leading projects related to client groups; participates in HR-sponsored projects and assignments utilizing broad HRBP/employment practice or knowledge.
- Communicates orally or in writing, project plans, initiatives, development projects, training materials as requested and as required internally/externally to HR.

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- Assists client senior management in developing effective workforce plans, identifying potential staffing gaps and organizational development opportunities. Responsible for recruiting plans and oversees timely fulfillment of vacancies to support and sustain operating needs.
- Interprets and appropriately applies university policies to resolve complex employee relations issues.

### What We're Looking For

#### Basic Requirements:

- Knowledge and skills as typically acquired by a Bachelor's degree and 5-7 years of related experience
- Solid understanding and demonstrable knowledge of employment laws, employee relations, compensation practices, organizational diagnosis and design, workforce planning, and sourcing
- Experience resourcing people, funding, material, and support to achieve results. Applies knowledge of internal structures, processes, and culture to resourcing efforts
- Strong technology skills. Previous experience working ERP, project management, case management, and other HR administrative systems. Previous experience with Microsoft Office Suite to include Word, PowerPoint, and Excel

#### Special Work Schedule Requirements:

- May require attendance at meetings with clients at varied campus locations.

#### Pay Range

Minimum \$84,400.00, Midpoint \$105,550.00, Maximum \$126,700.00

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

#### Contact Information

Please reference Academickeys in your cover letter when



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applying for or inquiring about this job announcement.

### **Contact**

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