

Senior Human Resources Business Partner Tufts University

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Posted Sep. 23, 2024, set to expire Feb. 3, 2025

Job Title	Senior Human Resources Business Partner
Department	Human Resources
Institution	Tufts University Medford, Massachusetts
Date Posted	Sep. 23, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Human Resources
Job Website	https://jobs.tufts.edu/jobs/20963?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

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.

What You'll Do

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Under limited supervision, 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 deep knowledge of HR policies and practices, leads enterprise-wide or enterprise impacting HR projects. Acts as a senior advisor to other HR Business Partners as needed and may provide direction to assigned HR staff.

Within a fifteen-person talent acquisition and workforce strategies team and with the strong support of peers and HR leadership, the Senior HR Business Partner serves as a strong collaborator to client groups, leveraging best practices and resources to support client populations regarding Employee Relations, problem resolution, workforce planning and implementation.

Job Responsibilities:

- 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 a senior advisor to other HR Business Partners as needed. May provide training, assign work and coach staff.
- Acts as an employee advocate, management coach, and change agent, leading initiatives proactively to support employee engagement and organization development.
- Responsible for projects related to larger university initiatives (e.g. handbook revision, diversity and inclusion), acts as lead on HR-sponsored projects and assignments based on a particular area of expertise serving as a subject matter expert (SME).
- Communicates orally or in writing, project plans, initiatives, development projects, training materials as requested and as required internally/externally to HR.
- 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.
- Facilitates conversations between employees, or employees and supervisors provides additional resources as needed.
- Interprets and appropriately applies university policies to resolve complex employee relations issues.

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What We're Looking For

Basic Requirements:

- Must possess knowledge and skills as typically acquired through a Bachelor's degree plus 7 years of applicable 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 are required.
- Previous experience working ERP, project management, case management, and other HR administrative systems.
- Experience working with multiple university system applications, including PeopleSoft, Microsoft Office, Salesforce and ATS, among others.

Pay Range

Minimum \$94,600.00, Midpoint \$118,250.00, Maximum \$141,900.00

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 applying for or inquiring about this job announcement.

Contact