****

**JOB DESCRIPTION**

**POSITION TITLE:** Human Resources Business Partner **DATE:** 4/11/16

**DEPARTMENT:** Human Resources **FLSA:**  Exempt

**JOB CODE:** 619  **PREPARED BY:** L. Abbott

**AFFILIATE:** Lifespan Corporate Services  **JOB FAMILY:** Professional

**SUMMARY:**

The Human Resources Business Partner is responsible for aligning both site and system business objectives with employees and management in designated business areas.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

Lifespan employees are expected to embrace Lifespan's mission of "Delivering health with care" and successfully role model Lifespan's values of Compassion, Accountability, Respect, and Excellence as these guide our everyday actions with patients, customers and one another.

Proactively assesses and anticipates HR related needs and seeks to develop integrated solutions.

Maintains an effective level of business literacy about the assigned business area and its financials, plans, and culture.

Assists in driving HR strategy back to the business using a variety of communication and influencing skills.

Provides information and advice on employment laws, EEO/AA, legal matters, and labor relations.

Provides advice, interpretation, and guidance on HR policies to assigned area of support.

Analyzes trends and metrics in partnership with line management to develop solutions, programs, and policies.

Partners with departmental management to improve work relationships, build morale, and increase productivity and retention.

Works collaboratively with other COEs and Training and Developments to effectively support the HR Service Delivery model.

Provides interpretations of union contracts and human resource management policies, philosophy and practices. Provides consultation on system-wide and affiliate-specific human resources policies and practices to supervisors and managers. Coordinates and implements programs and services to consistently meet or exceed the clients' service needs.

Manages and resolves complex employee relations issues. Investigates and resolves employee complaints, disputes and concerns. Manages initial steps of the formal dispute resolution process. Conducts preliminary investigations of complaints of employment discrimination (i.e., those areas covered by Title VII), to include interviewing complainant, co-workers, witnesses and others who may have knowledge of the situation, reviewing records and statistical reports; advises complainant of results of findings; Documents all related activities to establish records which may be required to defend against further actions that may be initiated. Counsels employees on rights and obligations and initiates and/or secures dispute settlements in routine cases, referring difficult or complex cases to manager. Assists in investigating, responding to and resolving employee complaints by gathering supporting documents and evidence for dispute resolution proceedings. Represents the interests of non-unionized employees in the resolution of disputes and develops effective interventions to contain the perceived need for third-party representation of employees.

**EDUCATION:**

Baccalaureate degree in human resource management, industrial relations, business administration or related field strongly preferred. Master’s Degree also preferred. May substitute 15 years of directly related experience and PHR/SPHR Certification in lieu of degrees.

**EXPERIENCE:**

A minimum of five to seven years of managing complex employee relations issues with a working knowledge of multiple HR disciplines.

Experience must demonstrate high level of interpersonal skills, investigatory techniques along with demonstrated abilities to effectively manage conflict in the workplace and independent ability to conceptualize, develop and affect problem resolution. Demonstrated ability to multi-task and to apply state, federal and municipal regulations impacting employee relations.

**WORK ENVIRONMENT AND** **PHYSICAL REQUIREMENTS:**

Work is performed in a typical hospital business office environment requiring walking, sitting and standing.

**INDEPENDENT ACTION:**

Perform independently within Lifespan's administrative policies and procedures and the scope of the affiliate organization.

**SUPERVISORY RESPONSIBILITY:**

None.

**APPROVED BY:** **DATE:**

 *SVP Human Resources*