



# Job Description HR Business Partner



## Job Description - HR Business Partner

### Position Overview:

As an HR Business Partner, you will be integral in aligning business objectives with employees and management within designated business units. Your role is to act as a consultant to management on human resource-related issues, serving as an employee champion and change agent. You will anticipate HR-related needs and deliver value-added service that reflects the business objectives of the organization.

### Key Responsibilities:

#### Recruitment and Onboarding:

- Oversee recruitment processes from requisition through to offer stage and onboarding of new hires.
- Collaborate with hiring managers to identify staffing needs and ensure timely and effective hiring practices.

#### Policy and Procedure Development:

- Improve and implement HR policies and procedures to enhance the workplace environment.
- Ensure compliance with local and national regulations and maintain updated employment law knowledge.

#### Employee Relations:

- Manage and resolve complex employee relations issues. Conduct effective, thorough, and objective investigations.
- Provide performance management guidance to line management (e.g., coaching, counseling, career development, disciplinary actions).

#### Reward and Recognition:

- Develop and manage reward and recognition programs, including pay structures and benefits to foster a culture of achievement and recognition.

#### Global Mobility:

- Manage visa applications and sponsorship processes, ensuring compliance with global mobility requirements.
- Provide guidance to managers and employees on visa-related matters.

#### HR Systems and Processes:

- Implement and optimize HR systems to streamline HR functions and improve efficiency.
- Ensure accuracy and maintenance of employee job roles and responsibilities.

#### Performance Management:

- Implement an appraisal process and provide support for clear line management.
- Facilitate the creation and maintenance of Career and Professional Development Plans



for employees.

#### Compliance and Audits:

- Conduct internal audits on employment contracts and ensure compliance with current regulations.
- Ensure the company is compliant with IR35 and other relevant legislation.

#### Payroll and Benefits Administration:

- Manage and approve monthly payroll changes, ensuring adherence to strict deadlines.
- Oversee benefits administration and employee lifecycle processes.

#### Behaviors & Competencies:

- Strong communication skills, both written and verbal, with the ability to interact effectively at all levels.
- Highly organized and able to manage multiple priorities simultaneously.
- Trustworthy, reliable, and capable of building strong relationships.
- Problem-solving skills with the ability to think on your feet.
- Proficient in Microsoft Office (Outlook, Word, Excel).
- Positive attitude with a natural curiosity and enthusiasm for learning.
- Compassionate and empathetic, preferably with Mental Health First Aid at work certification.

#### Qualifications:

- Minimum of 5 years of experience in a generalist HR role, preferably within a similar industry.

## **Company Vision, Mission & Values**

### **Who We Are:**

We are an innovative construction consultancy offering project management, cost management, construction management, and development management services. We strive to transform construction consultancy to meet the future's needs with efficiency, imagination, and assurance.

### **Our Mission:**

K2 challenge convention to deliver the best outcomes for clients

### **Our Vision:**

By rethinking the construction process we will evolve into a highly respected firm in our target sectors delivering genuine value to our clients

### **Our Approach:**

We integrate construction management principles with management consulting practices, using data and digital innovation to improve project efficiency and outcomes.

### **Our Values:**

Brave      Responsive      Investment      Contribution      Stewardship