

# Senior Human Resources Business Partner

**Location: Cape May, NJ**

**Salary: \$71,074 to \$83,617 (Grade I)  
(Commensurate with experience and skills)**

**Opening Date: April 1, 2019**

**Closing Date: April 15, 2019**

## **I. POSITION SUMMARY**

The Senior Human Resources Business Partner (HRBP) is responsible for aligning business objectives with employees and management across and within all of Delaware River and Bay Authority's operations to achieve the Authority's strategic objectives. This position serves as a consultant to management on human resources-related issues. Typical responsibilities include, but are not limited to, employee relations consultation, policy interpretation and application, performance and compensation management consultation, talent management consultation, organizational design, and employee development initiatives. The successful incumbent in this position will act as an employee champion and change agent. This position assesses and anticipates human resources-related needs and communicates these needs proactively with the Human Resources Department and business management teams to develop integrated solutions. This position formulates partnerships across the human resources function to deliver value-added service to management and employees that reflect the business objectives of the Authority.

## **II. ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Contributes to the Authority's performance by providing tactical and strategic consulting on people and organization development strategies in support of the Authority's objectives with all businesses and functional departments
- Maintains an effective level of business literacy about the business unit's financial position, its strategic and operational plans, its culture and its competition
- Partners with leadership to align Human Resources strategy to business strategy
- Assists the Human Resources team in the development of policies and procedures applicable to the human resource needs of the Authority
- Conducts weekly meetings with respective business units and consults with line management, providing Human Resource guidance when and where appropriate
- Collaborates with functional Human Resource teams to provide effective and efficient services to the business and functional departments
- Analyzes trends and metrics in partnership with the Human Resources teams to develop solutions, programs and policies
- May manages and resolve complex employee relations issues including conducting effective, thorough and objective investigations as required
- Acts as change agent to business and functional departments through process design and approaches that support the Authority's objectives
- Coaches leaders/managers and facilitates personal and professional development programs, team development, and building relationships
- Conducts ongoing supply and demand analysis for business partners on current and future staffing and skill needs and works with Human Resource teams to design talent acquisition strategies to meet those needs

- Grows and conserves network of contacts to assist with design, implementation and maintenance of human-resources best practices
- May participate in recruitment campaigns, job fairs, college relations programs, general networking, etc. to ensure robust candidate pipeline
- Supports annual Human Resource Department cycle deliverables to include performance management, merit and bonus awards, benefits enrollment, etc.
- Evaluates issues, patterns, and trends to provide proactive insights for Human Resource solution and program designs, such as training and recruitment to address certain needs
- Works closely with management and employees to improve work relationships, build morale, and increase productivity and retention
- Provides Human Resource policy guidance and interpretation
- Provides guidance and input on business unit restructures, workforce planning and succession planning and collaborates with Human Resource teams for design and implementation
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- Provides HR policy guidance and interpretation.
- Provides guidance and input on business unit restructures, workforce planning and succession planning.
- Identifies training needs for businesses and functional departments, including individual executive coaching needs; participates in evaluation and monitoring of success of training programs; follows-up to ensure training objectives are met;
- Ability to provide superior customer service to everyone by responding in a courteous and efficient manner

### **III. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of business and functional operations in order to effectively and efficiently providing consultation services to the Authority management team and employees
- Working knowledge of multiple human resource disciplines, including organizational diagnosis, employee and union relations, diversity, performance management, education and development practices, compensation practices, and federal and state employment laws.
- Maintain knowledge of Human Resource policies, standard practices, laws, and regulations and be able to apply them consistently
- Experience in assessing organizational needs and implementing solutions, including leading organizational change projects (i.e., restructures and redundancy programs)
- Skilled in coaching leaders/managers, facilitating personal and professional development programs, team development, and building relationships
- High level of integrity and dependability with a strong sense of urgency and results-orientation; maintain confidentiality and exercise discretion
- Ability to be recognized as a change agent within the Authority; ability to exercise influence skills
- Must possess an open and approachable management style with the capacity to engage constructively and respectfully with individuals of diverse backgrounds and abilities to achieve high quality outcomes
- Strong organization project, and time management skills with ability to handle multiple project simultaneously to completion; attention to detail a must

- Strong problem solving and creative skills and the ability to exercise sound judgment and make decisions based on accurate and timely analyses, includes problem identification, analysis, and issue resolution skills
- Highly developed interpersonal skills with the ability to inspire and lead others to achieve challenging results, includes the ability to motivate with positive attitude at all times
- Ability to communicate and manage well at all levels of the organization including staff at remote locations is essential
- Exercise judgment within well-defined practices and policies to select methods and techniques for obtaining solutions
- Analyze data and evaluate factors to solve problems of a diverse nature and scope
- Ability to establish and maintain effective working relationships across the Authority as a team member within the mission, vision, and values of the Authority
- Excellent oral and written communications skills; confident public speaker; must be confident, articulate and clear with all levels of management and employees
- Demonstrated effective computer skills in Microsoft Office (Word, Excel, Access, Outlook, and PowerPoint)
- Ability to provide excellent customer service skills to all internal and external customers

#### **IV. REQUIRED EDUCATION AND EXPERIENCE**

- Bachelor's Degree in HR or HR-Related field
- Minimum of five (5) to eight (8) years of HR Experience
- At least two (2) years in both talent acquisition and HR Business Partner experience

#### **V. LICENSES, REGISTRATIONS, AND/OR CERTIFICATIONS**

- Valid Driver's License
- Professional Certification preferred (i.e., SHRM-CP-SCP or SPHR/PHR)

#### **VI. SPECIAL REQUIREMENTS**

- Subject to a background investigation and pre-employment physical including drug test
- Delaware River and Bay Authority requires all employees to have direct deposit with a financial institution or enroll in the payroll card program to receive their bi-weekly pay
- Available to travel to different Authority facilities as needed
- Available to support business operations outside of normal business hours as needed

**If you are interested in applying for this position please complete the on-line application at [www.drba.net](http://www.drba.net). In addition, please attach a resume to the completed application.**