



JOB DESCRIPTION

Employee Relations Business Partner

Classification Exempt

Reports To VP, Human Resources

Revised May 2022

Summary/Objective

Working in collaboration with the Senior Vice President and Vice President of Human Resources, FREE's Employee Relations Business Partner serves as a support to leadership and a resource for employees on employee relations matters.

Essential Job Functions

- Act as a champion of agency professional development efforts, with particular focus on developing supervisors' and managers' skills in managing for positive performance.
- Provide guidance and training to supervisors on employee relations matters.
- Manage and ensure prompt resolution of sexual harassment and discrimination complaints. Act as liaison to FREE'S external investigators.
- Assist employees with raising concerns through the job-related problem solving process. Ensure that leadership acknowledges and responds to employee concerns raised in the process.
- Act as subject matter expert on FREE's HR policies and procedures.
- Assist in the development, revision, and implementation of HR policies and procedures.
- Review written documentation to ensure accurate and consistent application of FREE's policies and procedures.

Duties and Responsibilities

- Facilitate at new hire orientation and deliver employee training.
- Provide coaching to new managers in leadership skills during their 120 day orientation.
- Conduct exit interviews with resigning staff.
- In conjunction with the HRIS team, ensure the performance appraisal process is timely and consistent with FREE's expectations and values.
- Ensure compliance with labor regulations.
- Ensure timely distribution of separation letters.

- Manage Thank You Rewards recognition program and Treasure Town emergency assistance fund.
- Work collaboratively with HR leadership on events and initiatives that promote employee engagement.
- Ensure the timely and accurate entry of data into the HRIS and other systems.
- Provide regular administrative reports on all human resources related data for internal and external sources. Provide ad hoc reports to leadership, HR colleagues and others as needed.
- Participate in department meetings and other HR projects/activities/duties as assigned.

Education, Work Experience, and Competencies

- A bachelor's degree and a minimum of five years' employee relations experience in Human Resources, PHR or SPHR (or related designation) preferred.
- For internal FREE candidates, five or more years of supervisory experience and demonstrated experience with FREE's employment policies and practices may be substituted.
- Understanding of general human resources policies and procedures. Knowledge of federal and state employment/labor laws.
- Excellent written and verbal communication skills. Ability to comfortably and effectively lead trainings, manage meetings, and present to groups.
- Demonstrated high level of emotional intelligence.
- Nimble thinker with ability to perform effectively in a fast-moving environment.
- Advanced Microsoft Excel skills.
- Candidate must be proactive, organized, and extremely detail oriented.
- Demonstrated ability to balance competing priorities and meet deadlines by maximizing available technology.
- Demonstrates ability to communicate with multiple constituents clearly and professionally.
- Desire to work as a team with a results driven approach.

Work Environment and Physical Demands

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to communicate both orally and in writing. Filing is required. This would require the ability to lift files, open filing cabinets and bend or stand on a stool as necessary.

FREE's Core Values

All team members are expected to represent the core values of the organization, outlined below, at all times.

Integrity...we expect the conduct of all team members in the FREE network to be rooted in transparency and honesty and to be consistent with our stated values.

Diversity...we believe in the dignity and worth of all people. We strive to foster an appreciation of, and respect for, the differences among all of us that enrich the world.

Responsiveness...we commit to striving to meet to the needs of the people we support, valued team members and the unmet needs of the community.

Quality...we support people to plan, choose, and contribute to their personal outcomes and to live a rewarding life based on their individual choices and preferences.

Stewardship...we recognize our responsibility in managing the resources of the FREE network responsibly, effectively, and efficiently.

Innovation...together, we find creative solutions to take advantage of opportunities and meet challenges while celebrating our collective accomplishments.

Interdependence... we pledge to promote a collaborative environment driven and enabled by a dedicated team of professionals. WE is more powerful than YOU or I.

I have read, understood and agreed with the job description, and have been given the opportunity to ask questions regarding its content.

Print Name _____

Signature_____

Date_____

Signature of Reviewer_____

Title _____