

Osborne Association serves individuals, families, and communities affected by the criminal justice system. Through our programs, we offer opportunities for people to heal from and repair harm, restore their lives, and thrive. We challenge systems rooted in racism and retribution and fight for policies and practices that promote true safety, justice, and liberation.

At Osborne, we are guided by core values and shared beliefs. We honor everyone's capacity to change, celebrate our shared humanity, are united in our pursuit of justice and equity, take all possible steps to keep our commitments and advocate for people and principles with fierce and tenacious determination.

We are seeking a Human Resources Business Partner (HRBP). The Human Resources Business Partner is responsible for aligning business objectives with employees and management in designated business units. The position serves as a consultant to management on human resource-related issues, seeks to develop integrated solutions, and formulates partnerships across the HR function to deliver value-added service to managers and employees throughout the business unit. HRBP reports directly to the Director of Human Resources.

The HRBP position is full-time and has a Monday through Friday 9:00 AM to 5:00 PM hybrid schedule. The schedule is subject to change due to program needs.

Responsibilities:

- Serve as a principal consultant for the business unit's supervisors and employees by strategically and proactively recommending and implementing Human Resources solutions. Proactively consult with department/ program supervisors to address their business needs and objectives.
- Guide managers through people-related matters to navigate change and support them in coaching, providing feedback, and managing performance.
- Identify solutions to workplace issues or concerns.
- Proactively identify the need for improvements to policies and work environment.
- Conducts weekly meetings with respective departments
- Consults with line management, providing HR guidance when appropriate
- Works closely with management and employees to improve work relationships, build morale, and increase productivity and retention
- Provides HR policy guidance and interpretation
- Identifies training needs for departments

Education:

- Bachelor's Degree in Human Resources, Labor & Industrial Relations, or related discipline required and two years demonstrated HR generalist experience focused in talent acquisition, employee relations, training, and development.
- In lieu of a bachelor's degree, an additional two years of progressively responsible HR experience with working knowledge of all HR principles

Experience:

- Successful demonstration of relationship building and partnering with department heads
- Working knowledge of multiple human resource disciplines, including compensation practices, organizational diagnosis, employee relations, diversity, performance management, and federal, state, and local respective employment laws
- Excellent communication skills (verbal and written) and interpersonal skills (approachable and engaging)
- Strong problem-solving and strategic thinking skills to resolve issues and concerns
- Ability to anticipate the needs of the business and proactively provide necessary HR solutions
- Ability to comprehend, interpret, and apply the appropriate sections of applicable laws, guidelines, regulations, ordinances, and policies
- Ability to acquire a thorough understanding of the organization's hierarchy, jobs, qualifications, compensation practices, and the administrative practices related to those factors
- Maintains a high degree of confidentiality

Additional Skills:

- Two plus years of experience working in a residential facility or shelter environment is a plus
- Excellent interpersonal, communications, and problem-solving skills
- Excellent time management skills with a proven ability to meet deadlines
- Proficient with Microsoft Office Suite or related software
- Strong administrative and organizational skills
- Ability to travel locally at least 25% of the time

Benefits of Working at Osborne

Generous benefits including four weeks vacation, tuition reimbursement, flexible work schedule, excellent Medical, Dental, and Vision insurance, and a 403(b) plan with a company match. Career development through ongoing training and individual development plans.

The Osborne Association is an EEO/Affirmative Action employer and a VEVRAA Federal Contractor. All qualified applicants will receive consideration for employment and will not be discriminated against based on race, color, religion, sex, sexual orientation, national origin, age, disability, protected veteran status, unemployment status, or any other protected category. The Osborne Association takes affirmative action in support of its policy to advance in employment individuals who are minorities, women, protected veterans, and individuals with disabilities.

The agency is a NYC contractor and provides services to upstate facilities; therefore, we adhere to all state and city COVID 19 vaccine mandates. With the exception of an approved exemption/accommodation, effective December 1, 2021, all staff must be fully vaccinated and provide proof of vaccination.

Thank you for your interest in the Osborne Association. Be sure to include a cover letter with your application. No phone calls please. We wish we could personally respond to each application. However, we are unable to do so due to the volume of interest received.

Apply Here: <https://www.click2apply.net/7exl8QS66JKwQCBZVh7XZJ>

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