

WTW Stellenprofilbibliothek- *Produktfunktion*

Human Resources - HR Business Partner AHR005

Summary: Works closely with senior management within specific business units or regions to develop and implement predominately medium to long-term HR solutions aligned to business strategy. Supported by centralized HR professionals who have specialized in particular functions.

P2 Grade 9-10	P3 Grade 11-12	P4 Grade 13-14	P5 Grade 15
<ul style="list-style-type: none"> - Has working knowledge and experience in own discipline - Continues to build knowledge of the organization, processes and customers - Performs a range of mainly straightforward assignments - Uses prescribed guidelines or policies to analyze and resolve problems - Receives a moderate level of guidance and direction 	<ul style="list-style-type: none"> - Has in-depth knowledge in own discipline and basic knowledge of related disciplines - Solves complex problems; takes a new perspective on existing solutions - Works independently; receives minimal guidance - May lead projects or project steps within a broader project or have accountability for ongoing activities or objectives - Acts as a resource for colleagues with less experience - May represent the level at which career may stabilize for many years or even until retirement 	<ul style="list-style-type: none"> - Is recognized as an expert in own area within the organization - Has specialized depth and/or breadth of expertise in own discipline or function - Interprets internal or external issues and recommends solutions/best practices - Solves complex problems; takes a broad perspective to identify solutions - May lead functional teams or projects - Works independently, with guidance in only the most complex situations - Progression to this level is typically restricted on the basis of business requirement 	<ul style="list-style-type: none"> - Is recognized as an expert and advisor within the organization and has in-depth and/or breadth of expertise in own discipline and broad knowledge of other disciplines within the function - Anticipates internal and/or external business challenges and/or regulatory issues; recommends process, product or service improvements - Solves unique and complex problems that have a broad impact on the business - Contributes to the development of functional strategy - Leads teams or projects with broad visibility to achieve milestones and objectives - Progression to this level is typically restricted on the basis of business requirements - Typically operates with broad latitude in a complex environment

Accountabilities			
Analyzes data to support decision-making, monitor HR metrics, and optimize HR processes.	Analyzes business, HR, and external data to identify trends, evaluate risks, and recommend strategic solutions to improve workforce performance, retention, and employee experience.	Maintains and strengthens the HR business partner relationship by providing insights and guidance to help leaders develop and execute their people strategy.	Develops and owns the strategic business partner relationship, offering strategic insights, constructive criticism, and thought leadership to help senior leaders shape their people strategy.
Assists in implementing employee participation and engagement strategies to foster a positive workplace culture.	Builds and sustains strong relationships with HR teams, business leaders, and key stakeholders to foster collaboration, influence decisions, and support the implementation of people-focused initiatives.	Provides expert guidance on complex talent management and organizational change topics, developing and implementing strategies to address workforce needs.	Translates business unit strategy into short- and mid-term HR initiatives, ensuring alignment with enterprise goals and delivering targeted talent, culture, and capability outcomes.
Assists in the execution of projects and activities within the approved people plan to support delivery of the HR and business strategy.	Provides guidance, coaching, and mentorship to managers and leaders on employee engagement, leadership development, and high-performing team management.	Coordinates analytics and insights to inform the people strategy and plan, leveraging business insights to support organizational change initiatives.	Recommends and influences talent management processes to build future capabilities, ensure alignment with business priorities, and measure impact on organizational effectiveness.
Coordinates employee engagement initiatives, manages employee relations cases, and collaborates to improve morale and communication.	Advises on organizational design, workforce planning, restructures, and change management initiatives to support growth and transformation.	Identifies targeted interventions for talent retention, employee engagement, leadership development, and change management, while partnering with relevant stakeholders.	Leads delivery of diverse and strategic change projects, such as global transformations or workforce restructuring, and influences leaders to effectively champion change.
Provides guidance to employees and managers on HR policies, procedures, and programs in adherence to organizational standards.	Coordinates talent management processes and partners with line managers to assess talent, have career conversations, identify critical roles, and facilitate calibration, and succession planning.	Guides the talent management processes to enable people to build capabilities that the business values, and monitors their impact on organizational effectiveness.	Provides inputs to the HR strategy in partnership with the business leadership team, based on analysis of data and a deep understanding of the business.
Supports line managers in managing informal and formal employee relations cases to assist in driving robust and fair outcomes.	Supports and coaches line managers through organizational changes and sensitive decisions, ensuring advice aligns with the broader people strategy and fosters a respectful, inclusive environment.	Promotes talent development, diversity, and inclusion efforts to enhance organizational capability and culture.	Monitors and leverages data and metrics to inform strategic decision-making, translating advanced data into actionable recommendations.
Supports performance management activities, including goal setting, evaluations, and coaching processes.	Guides and oversees HR processes related to employee relations, performance management, and compliance, ensuring adherence to applicable laws, regulations, and policies.	Partners with leaders to diagnose people and culture requirements, identifying opportunities to enhance business performance through changes in strategy, structure, process, and rewards.	Manages and implements change management initiatives and may be accountable for leading a workstream of a larger change management strategy.
Coordinates and delivers HR training programs, facilitates learning sessions, and collaborates with vendors to support employee development.	Monitors, evaluates, and reports on HR metrics and data to inform continuous improvement, process enhancements, and automation solutions.	Partners with assigned leaders to create and implement HR strategies that enable the business and respond to evolving organizational priorities.	Provides strategic guidance and input on organizational design, restructures, workforce planning, and succession planning to enable long-term business growth and continuity.
Supports the delivery of HR projects and initiatives that enhance organizational effectiveness and employee engagement.	Partners with talent acquisition teams and managers to support recruitment strategies and selection processes, ensuring alignment with long-term workforce planning and business needs.	Facilitates the effective rollout of enterprise-wide HR initiatives for assigned client groups, including goal setting, year-end performance reviews, salary planning and administration, talent reviews, succession planning, and engagement surveys.	Cultivates strategic partnerships with senior leadership and key stakeholders across the organization to align talent strategies with business objectives and foster a culture that embodies the company's values.
Supports the recruitment process by assisting with job postings, screening, interviewing, and stakeholder liaising.	Identifies opportunities to enhance the employee experience and partners with management to develop and implement innovative and sustainable solutions.		Monitors progress against HR and business transformation milestones, coaching business unit leadership and adjusting strategies as needed to ensure sustained success.

Relevant Skills	Definitions
HR Strategy Design	Developing and aligning human capital strategies with long-term business goals to guide workforce planning, capability building, and cultural direction.
Business Partnering	Building trusted relationships with business leaders to provide strategic HR counsel and co-create people solutions that support performance and growth.
Employee Lifecycle Management	Overseeing and optimizing the full employee experience, from attraction and onboarding through development, retention, and separation.
Performance Management	Implementing and supporting systems for goal setting, feedback, evaluation, and coaching to improve individual and team performance.
Talent Management	Designing and coordinating approaches for identifying, developing, and retaining key talent to meet current and future organizational needs.
Employee Engagement	Creating and executing strategies that strengthen employee connection, motivation, and alignment with organizational values and objectives.
Data Analysis	Inspecting, cleaning, and analyzing data using analytical and statistical methods to uncover insights and support decision-making.
Change Management	Preparing, supporting, and guiding individuals and teams through organizational change to ensure successful transition.
Stakeholder Management	Building and maintaining effective relationships with stakeholders to align expectations, foster collaboration, and support successful outcomes.
Project Management	Planning, coordinating, and monitoring projects to meet defined objectives, timelines, and resource constraints while managing risks and maintaining stakeholder alignment.