

**Job Title:** Senior Human Resources Manager / HR Business Partner

**Department:** Human Resources

**Reports To:** Director of Human Capital / Chief HR Officer

**Location:** [City, Country]

**Employment Type:** Full-time

## **POSITION OVERVIEW**

We are seeking a highly experienced and strategic Senior Human Resources Manager to lead organizational development, talent strategy, and HR operations across the company. This role plays a critical part in driving employee engagement, strengthening HR governance, and partnering with leadership to support workforce planning and long-term business goals.

## **KEY RESPONSIBILITIES**

### **Strategic HR Leadership**

- Develop and implement HR strategies aligned with organizational objectives.
- Partner with executive leadership to support workforce planning and succession management.
- Lead major HR initiatives including restructuring, culture transformation, and capability-building programs.

### **Talent Acquisition & Development**

- Oversee recruitment for mid-to-senior level positions, ensuring high-quality and timely talent acquisition.
- Design and manage leadership development programs, training initiatives, and employee upskilling plans.
- Conduct competency mapping and performance management cycles.

### **Employee Relations & Engagement**

- Address complex employee relations issues, ensuring fair and consistent application of policies.
- Lead employee engagement programs, surveys, and action planning.
- Act as a trusted advisor to managers on HR matters including conflict resolution and coaching.

### **HR Operations & Compliance**

- Oversee HR policies, payroll compliance, and documentation in alignment with labor laws and internal controls.
- Ensure full compliance with regulatory requirements including contracts, disciplinary procedures, and audits.
- Maintain HR analytics dashboards to support informed decision-making.

### **Organizational Development**

- Drive change management activities for new initiatives, systems, and restructuring projects.
- Strengthen organizational culture by promoting diversity, inclusion, and continuous improvement.

## **REQUIRED QUALIFICATIONS**

- Bachelor's degree in Human Resources, Business Administration, Psychology, or related field (Master's preferred).
- 8–12+ years of progressive HR experience, with at least 3 years in a senior leadership role.
- Strong expertise in talent management, employee relations, and organizational development.
- Thorough understanding of labor laws, HR compliance, and HRIS systems.
- Excellent leadership, communication, and stakeholder management skills.

## **PREFERRED CERTIFICATIONS**

- SHRM-SCP (Society for Human Resource Management – Senior Certified Professional)
- CIPD Level 7 (Chartered Institute of Personnel and Development)

## **KEY SKILLS**

- Talent Strategy • Organizational Development • Employee Relations • Performance Management

• HR Analytics • Recruitment & Onboarding • Change Management • Leadership & Coaching