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# Example of HR Lead Job Description

Our growing company is looking for a HR lead. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for HR lead

* Acting as legal specialist in HR related topics (i.a
* Manage, coach, support and develop two HR collaborators in Belgium
* Leads initiatives to design and implement strategies in alignment with business and HR objectives
* Provides consultative support to assigned client groups regarding employee and/or labor relations issues
* Develops and maintains strong business relationships to drive business results
* Identifies and anticipates HR needs based on current or planned business activities and prioritizes and effectively communicates and collaborates with Centers of Excellence in the development of solutions
* Delivers training related to Human Resources programs and employee and/or labor relations issues
* Provide day-to-day HR support by coordinating and allocating resources and drive execution of various corporate and/or regional initiatives
* Ability to translate and communicate Corporate/Global HR initiatives down to the site level to obtain and meet the overall HR objectives
* Coordinate and deliver HR training to local management and employees (e.g., union avoidance, sexual harassment)

## Qualifications for HR lead

* Agility – comfortable with ambiguity and constant change, able to methodically work through complex problems, set priorities and execute on commitments
* Good business acumen and people acumen - able to frame HR initiatives and expertise in a business context
* Strong independent thinker with results focus – able to quickly sort through information, form a point of view, and develop solutions
* Highly comfortable with data and spreadsheets, with the ability to improve organizational performance by analyzing and applying critical data to business decisions and planning
* Can balance compassion and toughness in coaching others and leading through change
* Communication skills via phone, email and updates