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# Example of HR Leader Job Description

Our growing company is hiring for a HR leader. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for HR leader

* Stay in direct contact with Assignees
* Verify the completion and accuracy of all required documents
* Escalating any issues that may have an impact on performance
* Day to day people management (including performance reviews and personal development, sick leave and holidays management, recruitment, new starters and leavers management, disciplinary process )
* Motivating and leading the team on a daily basis
* Managing training and mentoring of the team
* Being an escalation point for complaints and ensuring these are resolved within the relevant SLA
* Working closely with any on site teams and Client contacts to achieve operational efficiency
* Being able to produce, analyse and present reports, including ad hoc requests
* Ensuring MI is produced, collated and analysed on a regular basis

## Qualifications for HR leader

* Flexibility to undertake non-routine requests and lead projects
* Bachelor's Degree from an accredited university, major in Human Resources, Industrial Relations, Business Operations or related field or equivalent work experience
* Minimum of 8 years of experience in a variety of HR roles, both staff and client based
* At least 3 years of experience in a HR leadership role·
* Relish and stimulate change - a demonstrated change agent with the ability to influence at all levels of the organization
* Process and metrics oriented with exposure to continuous improvement principles (LEAN, Six Sigma, FastWorks )