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# Example of Lead-HR Job Description

Our company is growing rapidly and is looking to fill the role of lead-hr. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for lead-hr

* Responsible for ensuring APM Terminals HQ maintains and executes a Labour/Employee Relations strategy
* You will provide on-going coaching, consultancy and feedback to the leadership team around performance development opportunities and other related strategic areas
* You will lead HR analytics to promote the right decision making
* You will collaborate with Learning Services and OD, ensure a sustainable Learning Framework is established, to promote learning and knowledge development
* You will set up governance and process to utilize budget (salary revision, bonus, recognition, promotions, and performance management)
* You will manage the work force to include head count standardization work force planning and position management to assure effectiveness
* You will lead and develop a team of HR Professionals, providing strategic direction and focus
* You will lead global HR projects and programs
* Knowing Our Customers
* Oversee analysis of Travel Management transactions to measure accuracy and efficiency

## Qualifications for lead-hr

* Responsible for the implementation of a global HRIS system at a local level
* Overall accountability for delivery, quality and timelines of the project
* Responsible for the project plan, resource plan and status reports
* Manage gap analysis between old and new system
* Responsible for the migration of data from the live system to the new global system
* Prepare the delivery of training, lead the change management and communicate plans to all stake holders