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# Example of Regional HR Job Description

Our growing company is searching for experienced candidates for the position of regional HR. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for regional HR

* Conduct needs assessments and market analysis, benchmarking, employee surveys, trend analysis to ensure programs are up-to-date and consistent with company market philosophy
* Facilitate transparency and understanding of “why and how” programs are used in support of business and talent objectives
* Manage payroll-related information including new hire, adjustments, terminations
* Comply with all Corporate, Region, mine site Health, Safety, Loss Prevention and Environmental requirements and standards
* Comply with all country regulatory agency Health, Safety, Loss Prevention and Environmental requirements and standards
* Develop a progressive role for the Logistic's HR function by being proactive in all areas of HR management
* Develop and execute an employee and labor relations strategy for the NA Region Supply Chain organization
* Promote a high performance culture through continuous improvement initiatives
* Investigates employee relations issues including harassment allegations, discrimination complaints, and policy violations
* Communication and marketing of HR services & delivery in the region and support in a consistent and sustainable way the positioning of the HR function

## Qualifications for regional HR

* 10+ years' experience in a variety of Human Resource positions, both staff and client based
* HR Leadership/Management in a multi-unit field HR environment
* Proven ability to diagnose problems with strategic thinking skills, drive appropriate solutions with self-initiative
* Demonstrated enterprise program management experience including
* Experience using Service Center technologies, ticket management, knowledge management, telephony / IVR, document management, required
* Proven track record of significantly upgrading overall talent in an organization through targeted internal and external hires through talent development programs