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# Example of Senior HR Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of senior 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 senior HR

* Partner with other HR Generalists, CoEs - Talent Acquisition and Development, Total Rewards and Communication) to determine needs and solutions that drive a performance management culture
* Facilitate the benefits process with employees as needed
* Partner with BU HRBPs with Organization & Talent Review (OTR) process
* Engage in M&A activity to include information gathering, reporting, analysis, and preparing presentations for senior executives
* Develop and provide detailed quarterly metrics on key employment trends (hiring, attrition, etc), incorporating external market trends
* Drive the KPI/Operations Review process – gather required input, prepare monthly updates of KPIs and submit on time as part of monthly operations review cadence
* Conduct exit interviews, track trends, and provide key insights
* Provide support to program owners on various HR programs including various strategic initiatives, and Quarterly Leadership Sessions, to include coordination of program events and logistics
* Provide analysis on budget vs differentiation reports for HR VP and business executive review/approval
* Manage communications between corporate HR and field HR to ensure flawless execution of program rollouts

## Qualifications for senior HR

* Create ad hoc presentations as required
* Partner with the BU and HR BPs to coordinate and deliver on L&D needs/fulfillment in support of business requirements
* Support managers with self-service tools and processes, including onboarding, offboarding, department changes, DPM tools
* Contribute to the development and implementation of the overall HR strategy
* Work in partnership with line managers in the provision of a customer focused and effective HR service for all staff
* Advise and work closely with Line Mangers and the HR team on HR planning activities and service development