Example of Senior Manager HR Job Description

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Our company is growing rapidly and is looking to fill the role of senior manager 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 manager HR

- Partner with the business leaders and leverage the COE to proactively identify recruitment needs and workforce planning strategy
- Collaborate with HR partners (Compensation, Training, Recruiting, and Communications) to design and deliver on key strategic projects
- Handle escalated HR questions/issues regarding benefits, or other HR services
- Advise employees, providing appropriate advise and best practice, managing day to day employee issues and concerns with skill and care
- Advise managers on HR issues, in accordance with employment law, best practice, policies & procedures and terms & conditions of employment
- Provide leadership on disciplinary hearings, grievances, appeal hearings, redundancies and restructures
- Deliver employee engagement & wellbeing experiences parties, treats etc
- Leadership/Business Partnership with Senior Leaders
- Establish the effective and efficient cooperation with qualified labor/personnel agencies to ensure labor regulations are fully complied, resolving labor relation related issue, staff security
- As a proven thought leader, contributes the business perspective and requirements to the development and/or integration of the annual HR Plan

Qualifications for senior manager HR

- Implementation of key HR strategies and business plans including hiring and employee retention
- Drive high employee engagement through career progression
- Maintain control and Deliver productivity on Key Cost levers such as C&B to revenue, Supervisor Span, Band Mix & Effect on Payroll
- Own the Discipline & Compliance framework in accordance with G standards in all global delivery locations for assigned Client accounts
- Experienced HR resource with deep domain understanding and Operations orientation