

DATE POSTED: December 03, 2019
CLOSING DATE: December 17, 2019 – 5:00 P.M.



Job Announcement

The following full-time position is available in our organization. Interested applicants who meet the Minimum Qualification Requirements must submit an online application at <https://store.ite.net/careers/> no later than the posted closing date above.

JOB TITLE:	HR BUSINESS PARTNER
DEPARTMENT:	HUMAN RESOURCES
LOCATION:	GUAM
SALARY LEVEL:	3A
STARTING SALARY:	\$46,592.00 PER YEAR (negotiable based on experience)
FLSA STATUS:	EXEMPT
OPENINGS:	1
JOB POSTING #:	# 8046 G-97-2019-12

JOB SUMMARY

The HR Business Partner is responsible for aligning business objectives with employees and management in the designated business units. The position serves as a consultant to management on human resource-related issues. The successful HRBP acts as an employee champion and change agent. The role assesses and anticipates HR-related needs. Communicating needs proactively with our HR department and business management, the HRBP seeks to develop integrated solutions. The position formulates partnerships across the HR function to deliver value-added service to management and employees that reflects the business objectives of the organization. The position may include international human resource responsibilities. The HRBP maintains an effective level of business literacy about the business unit's financial position, its midrange plans, its culture and its competition.

Reporting to the Operating Company Head and dotted line to the HR Director, the position will be the point of contact for a couple of key client groups in the Pacific. Working closely with the Leadership Team, the role shall provide a broad spectrum of HR services related to: recruitment, development, employee relations and engagement, performance management, and compensation. The HRBP will also play a critical role in building a strong HR presence in the business. In addition, the position will play a key role in many of the new initiatives.

JOB SPECIFICATIONS

EDUCATIONAL ATTAINMENT REQUIRED	Bachelor's Degree in business or human resources, or equivalent experience.
MINIMUM EXPERIENCE REQUIRED	<ul style="list-style-type: none">• 5-7 years' solid experience in HR Operations, with some experience in a business partnering role, and good business and commercial acumen• Strategic thinking ability to develop further HR standards and support organization growth• Hands on experience in General HR functions• Excellent business exposure• Self-starter and independent but need to be a team player when required• Proactive, resilient and adaptable to change• Excellent interpersonal and communication skills, managerial skills, fast-paced, logical, and the ability to build relationships with key stakeholders• Strong organizational skills
KNOWLEDGE REQUIRED	<p>Knowledge & know-how:</p> <ul style="list-style-type: none">• Knowledge of principles and procedures for compensation and benefits, labor relations and negotiation, and HR information systems.• Knowledge of employment law, government regulations, relevant executive orders and legal cases.• Ability to handle tactical day-to-day operations as well as strategic planning and analysis.• Ability to communicate well with employees at all levels of the organization. <p>Management and behavior skills:</p> <ul style="list-style-type: none">• Excellent interpersonal, written and verbal communication skills; ability to analyze, summarize and present highly nuanced, complex information easily• Skilled in knowing protocols of when to escalate matters to leadership• Positive attitude as well as professional demeanor and consultative approach• Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.• Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.• Monitoring/assessing own performance and that of others, or the organization, to make improvements or take corrective action.
SKILLS AND COMPETENCIES REQUIRED	<p>Behavioral</p> <ul style="list-style-type: none">• Leadership• Communication• Relationship management• Results driven• Customer focused• Adapts to changes in the work

JOB SPECIFICATIONS

	<ul style="list-style-type: none">• environment• Manages competing demands Functional <ul style="list-style-type: none">• Business acumen• HR expertise• Ethical practice• Negotiation• Continuous improvement• Statistical analysis• Designing workflows and procedures
LICENSE/S OR CERTIFICATIONS REQUIRED	SHRM-CP preferred

WORKING RELATIONSHIPS

Immediate Head	HR Director
Subordinates	N/A
Interdependencies/Coordination	Internal: Leadership team members Department Managers Front-line managers and supervisors Front-line staff External: Labor and government divisions Vendors

ACCOUNTABILITIES

- Consult with line management, providing HR guidance as appropriate and conducts meetings with respective business units
- Analyze trends and metrics in partnership with the HR group to develop solutions, programs, and policies
- Manage and resolves complex employee relations issues. Conducts effective, thorough and objective investigations
- Maintain in-depth knowledge of legal requirements related to day to day management of employees, reducing legal risk and ensuring regulatory compliance
- Work closely with management and employees to improve work relationships, build morale, and increase productivity and retention
- Participate in evaluation and monitoring of training programs to ensure success. Follows up to ensure training objectives are met

WORKING CONDITIONS (as applicable)

PHYSICAL

Work is generally performed within mostly a climate-controlled office environment with occasional travel to sites in neighboring islands. Some exposure to local ambient climate

conditions when visiting facilities exposed to outdoor conditions.

SOCIAL

The job requires a high level of interpersonal skills for motivating, setting directions, mobilizing teams, coordination, generating commitment and developing people to be able to achieve the objectives the position deals, coordinates and networks with.

Internal

- CPL ROHQ
- IP&E Holdings
- IT&E

External

- Government agencies
- Professional societies
- Institutions for higher education
- Industry players

MAJOR CHALLENGES (2019)

- Alignment of HR practices across operating companies in Pacific
- Building and maintaining relationships with Management and Staff within assigned jurisdiction
- Gaining insight and knowledge on operations of all companies

DUTIES AND RESPONSIBILITIES

FUNCTIONAL AREAS	ACTIVITIES
HR Operations	<ul style="list-style-type: none">• Overall HR Operations Focal and first level support• First Level support for Labor Cases & CBA negotiations• Address employee relations issues, such as harassment allegations, work complaints, or other employee concerns• Assist business in reaching fair and defensible decisions to resolve employee/labor relations disputes/grievances; ensure management actions and decisions comply with local and federal laws and the union agreement• Participate in labor negotiations; perform research and prepare information for negotiating team, as required• Act as an integral part of the employee management team• Facilitate and execution of Employee Engagement initiatives• Serves as frontline liaison for and between HR and employees• Provide support to the business units and subsequently the additional HR support on HRSS initiatives• Work hand in hand with the HR Shared Services team ensuring that all business needs are translated and delivered as per agreed KPIs and service level agreements• Develop effective working relationships and establishes HR programs which will influence the management team on the effective delivery of their people plans in support of the achievement of their HR Strategies and overall business objectives

DUTIES AND RESPONSIBILITIES

FUNCTIONAL AREAS	ACTIVITIES
	<ul style="list-style-type: none">• Proactively gains employee feedback to aid HR functions to improve service levels and alert areas where an issue/project may impact employee operations• Equip key employees with appropriate tools and knowledge to effectively manage their people in line with their people plans e.g. performance management, absence management, career management etc.• Provide project management support and HR expertise to the business with specific related projects• Outside of the people plans, identify strategic people issues and provides them with advice and expertise to resolve these matters.• Contribute to the delivery of Key Performance Indicators on their business areas• Provide personal support on the research, design and development of HR initiatives in support of the HR strategy, using expert knowledge of the employee area.• Facilitate the creation of an implementation and communication plan into the local business area that achieves the agreed deliverables• Develop strong and positive reputation as a neutral and approachable HR representative• Communicates and demonstrates support for HR decisions and initiatives• Ensure that all Pacific employment functions are in full compliance with federal Equal Employment Opportunity (EEO) laws, and that employees and managers are trained in and supportive of EEO principles of non-discrimination• Schedule drug tests for current or prospective employees
Others	<ul style="list-style-type: none">• Promote Safety in the Workplace• Help the center to ensure there are zero accidents in the workplace• Support all other HR functions and responsibilities, and other duties as assigned

As an Equal Opportunity/Affirmative Action Employer, we afford equal opportunity to all applicants and employees for hire and promotion without regard to race, color, national origin, gender, age, marital status, religion, veteran status, gender identity, sexual orientation, pregnancy or disability or genetic information.

IT&E is a Drug Free Workplace