

Executive HR Business Partner



Job Code

9815

FLSA Status

Exempt

Job Family

Human Resources

Salary Plan

Supervisor Level

CBU

FLSA Category

Primary Purpose

The Executive HR Business Partner serves as the leader of an embedded HR pod by partnering with leadership, key stakeholders, and HR colleagues to shape, develop, and deliver HR plans and solutions to address immediate challenges and underlying goals. This position is both a strategic and execution. Responsible for working with the business groups it supports to understand current and future priorities and then building and executing tools and processes to ensure that the business has the necessary skills, structures and processes to achieve these priorities.

Primary Job Duties

- Proactively builds an effective network of relationships based on trust in judgment, competence, and confidentiality. Oversee all HR initiatives, systems, and tactics for an embedded HR pod. Develop and implement organizational changes, as needed.
 - Collaborates with leadership, key stakeholders, and HR colleagues to establish, meet, and maintain departmental goals and objectives. Assure HR functions comply with regulatory standards and USF's policies and are performed effectively and efficiently.
 - Leads and supervises a team of Human Resources Business Partners. Addresses and resolves issues within the team that impact performance or culture. Manages initiatives that ensure the support, guidance, training and development of HRBPs.
 - Participates in special projects to promote, support, strengthen and expand strategic roles and partnerships.
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- Performs other duties as assigned.

Minimum Education & Experience

- Requires a bachelor's degree and 8 or more years of related experience.

Knowledge, Skills & Abilities

Competencies

Working Conditions

- Typical indoor environment/office setting.
 - Working Conditions/Physical Requirements: climbing, standing, stooping, and/or typing; Ability to lift up to 20 lbs. as needed.
 - Working Conditions/Travel: Ability to travel to other USF campuses and/or other locations as requested.
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- Environment – Typical indoor environment/office setting.
 - Physical Requirements – climbing, standing, stooping, and/or typing; Ability to lift up to 20lbs as needed.
 - Travel – Ability to travel to other USF campuses and/or other locations as requested.

Acknowledgement

While the primary job duties and responsibilities have been included, this job description is not designed nor meant to cover or contain a comprehensive listing of activities or responsibilities. This does not preclude the assignment of additional or developmental duties, special projects, or the scope of the position. Duties, responsibilities, and activities may temporarily or permanently change at any time with or without notice.

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