



**Position:** Human Resource Business Partner  
**Location:** New Orleans (Hybrid - New Orleans LA Based)  
**Reports to:** Chief Human Resources Officer

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### **Position Summary**

SBP is seeking an experienced strategic and tactical HR professional who acts as a bridge between HR and the business, aligning HR practices with SBP goals to help SBP shape a workplace where our team thrives, and where culture, community and inclusion are at the heart of everything we do. The HR Business Partner collaborates with leadership and employees to implement HR strategies, manage employee relations, and support overall business objectives. This is an ideal role for an HR professional who thrives in a collaborative, mission-focused environment and who brings a blend of expertise across performance management, employee relations, HR compliance, recruiting and staffing, talent management, compensation, reward and recognition, learning and development, and inclusive employee experience.

This role will serve as a thought partner and trusted advisor to managers, employees and stakeholders to help drive business results while delivering measurable results, in addition to implementing HR initiatives and programs.

### **Key Responsibilities**

#### **Strategic HR Partnership**

- Serve as a thought partner and trusted advisor to managers, offering guidance on employee relations, talent strategy, team effectiveness, and change management
- Build strong, authentic relationships across the organization, serving as a coach and problem-solver for managers and staff

#### **Employee Relations & HR Operations**

- Provide guidance on employee relations matters, conflict resolution, and policy interpretation, ensuring compliance and alignment with organizational values
- Ensure organization is HR compliant and review and update policies periodically to align with workforce laws and manage HR compliance training
- Collaborate with the HR peers and people managers to ensure smooth HR operations, including onboarding, offboarding, payroll and HR systems management and maintenance
- Partner with CHRO to develop and utilize data analysis, examining HR metrics and trends to inform decisions and provide proactive solutions to SBP and leaders.

#### **Recruitment, Hiring & Onboarding**

- Working with SBP leaders, develop and implement talent acquisition strategies to attract, hire, and onboard diverse mission-aligned talent
- Partner with hiring managers to execute recruitment processes including job descriptions, screening candidates/assessing talent, facilitating smooth onboarding and ensuring seamless and inclusive hiring.

#### **Compensation & Rewards**

- Partner with CHRO to manage the annual merit and bonus cycle, ensuring fair and consistent pay for performance practices
- Support CHRO in reviewing and executing SBP compensation strategies, including job pricing and market benchmarking, utilizing tools and data to support decision-making

### **Talent & Performance Management**

- Partner with CHRO to manage the annual performance management cycle, ensuring fair and consistent processes that align with organizational goals
- Support leaders in identifying and developing talent and champion learning and development opportunities to grow internal capacity and support employee and retention

### **Culture & Inclusion**

- Champion inclusion, and belonging across all people practices, ensuring a supportive environment for all employees
- Support employee experience and engagement initiatives, gathering feedback and fostering a positive employee experience

### **Qualifications**

- **Education:** Bachelor's degree in human resources, Business Administration, or a related field; SHRM-CP or PHR are preferred
- **Experience:** 7 to 10 years of progressive HR experience
- **Skills:**
  - A trusted advisor and coach with a track record of building strong, collaborative relationships at all levels of an organization
  - Knowledgeable in key HR functions: employee relations, recruiting practices, performance management, learning and development, with a deep understanding of how to cultivate a culture of accountability and growth, especially focused on:
    - Compensation practices, including market benchmarking and annual rewards cycles (merit and bonuses)
    - Addressing employee relations issues and grievances, working to improve work relationships and productivity.
    - Recruitment and hiring practices with a committed to building diverse teams
    - Knowledge of federal, state, and local workforce laws and regulations
  - Proficiency in HRIS systems and data management for tasks like employee record maintenance, reporting, and payroll; Paylocity experience preferred
  - Comfortable with people analytics and metrics data and trends to inform decisions and provide proactive solutions to the client group
  - Excellent Communication and Strong Interpersonal Skills: Excellent verbal and written communication and strong interpersonal skills are essential for interacting with employees, managers, and external parties as well as building relationships, resolving conflicts, and providing support
  - A strong problem-solver, with the ability to navigate complex situations with empathy, discretion, and sound judgment
  - Comfortable working in a dynamic environment where flexibility, resourcefulness, and collaboration are key
- **Other:**

- Highly discreet and comfortable handling highly confidential and sensitive information.
- Hybrid role, requiring a regular in-office presence with remote work opportunities.
- Ability to pass a criminal history check to include sex offender registry, State and FBI.

*Salary range: \$58,125 - \$77,500*

*SBP is building a diverse and experienced staff. The organization encourages multiple perspectives and experiences, supports a multicultural environment, and strives to hire and retain a diverse workforce that reflects the populations we work with and the communities where we work. Our hiring and business practices appreciate the strengths offered through different backgrounds.*

*SBP is an equal opportunity, affirmative action employer and is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.*

*It is the policy of SBP not to discriminate against any individual, person, or group on the basis of disability and the intent of SBP to address any complaints that may arise pursuant to Section 504.*