
MIT Job Description

Job Title: Mgmt. 2, HR Generalists	Position Title: HR Business Partner
Reports to: Executive Director, HR	% Effort or Wkly Hrs: 100%
Department: Sloan HR	Grade 9

Position Overview:

As a Human Resource Business Partner (HRBP) reporting to the Executive Director, Human Resources for the MIT Sloan School of Management, this individual will be expected to provide strategic and operational guidance across the department. They will contribute to, direct and implement HR strategies, activities, policies, processes, and services designed to meet the organizational goals and priorities. This role develops, delivers, and assesses high quality, client-centered and impactful initiatives and programs that advance Sloan's talent management and HR priorities school wide. This individual responds to department-specific needs, leverage's Sloan's expertise and programming and aligns with Sloan and MIT goals and culture through consultation, coaching, facilitation and training. They will also support school wide programs and projects. The HR Business Partner serves as a strategic advisor to a designated portfolio of stakeholders, delivering consultative HR support and guidance tailored to organizational needs.

Role eligible for hybrid schedule that aligns with department guidelines.

Principal Duties and Responsibilities (Essential Functions):**

Consults with Sloan's leadership and HR peers to support and sustain school wide-specific efforts and MIT-wide initiatives that increase organizational effectiveness, measure and increase employee engagement, build management and leadership capability, maximize employee performance, development and career growth.

HR Consultation and support: (70%)

Advises Department Heads, Directors, and faculty, postdoctoral scholars, research/technical/instructional and administrative/support staff.

Manages and administers various HR activities including, but not limited to, employee relations, recruitment, rewards and recognition, onboarding, diversity and inclusion, performance management, and compensation, professional development.

Provides input into the strategy and annual goal-setting processes with DLCI Leadership on strategic HR matters such as organizational design, workforce planning, and talent management.

Provides guidance to managers and employees on employee relations issues, interpersonal issues, and people management responsibilities. Engages School/Area leadership and Central HR on complex

employee relations issues.

Partners with and makes recommendations to Compensation Office on job evaluations, pay decisions and market/equity reviews. Oversees Performance Management and Annual Salary Review (ASR) processes within assigned portfolio.

Ensures HR activities, records, and forms follow applicable laws or guidelines. Perform audits.

Provides ad-hoc support on a wide variety of HR initiatives including engagement surveys, employee talent reviews, goal setting and alignment, etc. Enable effective HR practices across the HR team by identifying ways to support established shared HR team goals.

Analyze complex issues and develop solutions where no clear precedent exists.

Develop and/or implement new procedures and compliance activities as necessary

Strategic program management: (30%)

Provides leadership in support of school wide strategic priorities. Leads work to achieve Sloan HR goals related to culture, community, and operations. Strategic goals may focus on learning and development, culture, compliance, compensation, operations, talent management or workforce development.

Seeks to continually understand needs of managers within assigned stakeholder groups to ensure relevant offerings and solutions. Implements opportunities to capture input and feedback to inform future approach.

Builds leadership bench strength by collaborating closely with HR colleagues to deliver a unified approach to support leadership development needs. Supports school wide succession planning process in partnership with stakeholder groups and HR colleagues.

Contributes to Sloan HR's enablement solutions school wide that includes a diverse portfolio of programs, services, and resources that provide inclusive, innovative, and flexible opportunities to support effective leadership.

Develop plans for socializing Sloan's values, competencies and leadership principles. Design and implement ways to further incorporate values and core competencies into all phases of the employment lifecycle (e.g., recruitment, orientation, recognition, performance development).

Performs other duties as assigned.

Supervision Received:

Receives big picture context from Executive Director; independently designs and develops program content and materials in partnership and with guidance from, Sr. HR Business Partner

Supervision Exercised:

May provide supervision, guidance, or training to HR staff.

Manages and leads projects from initiation to completion.

Qualifications & Skills:

Bachelor's degree or equivalent experience required, Masters preferred. Minimum of 4 years' experience in a multi-discipline Human Resources environment. Demonstrated functional knowledge of employee relations and at least two other HR functions (organizational development, organizational effectiveness, performance management, compensation, recruitment, etc.). A consultative approach to systems users' proven communication skills to bridge technical information to non-technical users. Experience with and deep curiosity around data analytics and visualization. High comfort serving as a subject matter expert, ranging from everyday data management to strategic level organizational effectiveness thinking.

Experienced in full cycle project management including conception, development, implementation, and measurement. Demonstrated ability to cultivate relationships and work collaboratively and cross functionally with all levels of staff. Ability to effectively communicate with all levels of staff (written, verbal presentation). Proven record of influencing without authority and outstanding service orientation. Strong technical skills and ability to create presentations and visual documents for the purposes of project management. Must be organized and have ability to think through and document processes with the right blend of detail and big-picture context.

Competencies: Collaborate; Engage; Contribute; Manage, Lead

*** To comply with regulations by the American with Disabilities Act (ADA), the principal duties in job descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job*