



Job Description

Job Title: HR Partner, Pacific West Region

Band / Level / Grade: 5B2

Department: Human Resources

Location: San Diego, CA; Los Angeles, CA; New York, NY

Type: Regular, Full-Time

Overtime Eligible: No

Apply: <https://chm.tbe.taleo.net/chm03/ats/careers/requisition.jsp?org=IRC&cws=1&rid=15599>

Background/IRC Summary:

The International Rescue Committee (IRC) responds to the world's worst humanitarian crises and helps people to survive and rebuild their lives. Founded in 1933 at the request of Albert Einstein, the IRC offers lifesaving care and life-changing assistance to refugees forced to flee from war or disaster. At work today in over 35 countries and in 28 US cities, the IRC restores safety, dignity and hope to millions who are uprooted and struggling to endure. The IRC leads the way from harm to home.

Job Overview/Summary:

The HR Partner will provide HR management to the Pacific West Region (13 locations) within the IRC's US Programs (USP) Department. Every year, the US Programs resettles thousands of newly arrived refugees in the United States and provides services to many more refugees, asylees and victims of human trafficking. The HR Partner reports to the Regional HR Director for US Programs.

Major Responsibilities:

- Develop and implement HR solutions that support the achievement of US Program's strategic objectives
- Model, promote and uphold a culture of values as reflected in The IRC Way: Standards for Professional Conduct - Integrity, Service and Accountability
- Provide effective guidance and support to all staff on employee relations, performance management, compensation/benefits, promotions/changes in status, and general HR issues
- Coach management team on complex leadership and HR issues including HR/talent implications of organizational decisions
- In collaboration with regional management teams, develop USP talent through creation of professional opportunities, workforce planning and succession planning
- Provide guidance, implementation and change management support for organizational design & development efforts
- Work collaboratively with USP HR colleagues to ensure consistent standards across the network
- Build the capacity of the HR contacts (HR Focal Points) in the regional offices
- Analyze trends and metrics to identify issues /opportunities and develop strategies to address
- Lead regional or USP-wide implementation of IRC-wide initiatives and/or processes, e.g. annual Performance Evaluation process
- Maintain in-depth knowledge of legal requirements related to day-to-day management and HR compliance issues
- Stay abreast of industry and functional trends, and leverage this insight to develop appropriate HR strategies and solutions
- Other duties as assigned. IRC is a fast-moving organization, and duties will evolve and change over time.

Key Working Relationships:

Position Reports to: Regional HR Director, US Programs

Position directly supervises: n/a

Indirect Reporting: n/a

Other Internal and/or external contacts:

Internal: Regional Director, Pacific West Region; Pacific West Region Executive Directors and their teams; USP HR team; Global HRP colleagues; HQ HR colleagues in specialty functions (Benefits, Compensation, etc); HQ colleagues in Legal, Finance, IT and other teams.

Job Requirements:

Education: Bachelors Degree in HR or related field; Masters Degree desired

Work Experience: Minimum of 10 years progressive HR work experience

Demonstrated Skills and Competencies:

- Strong working knowledge of and experience in multiple human resource disciplines including employee relations, labor law, performance management, learning & development, change management, organizational development, and compensation/benefits
- Excellent diplomatic and influencing skills, particularly in building strong relationships with leaders at all levels
- Strong analytical skills
- Ability to effectively work with a multi-site client group
- Excellent written and verbal communication skills
- Proven problem solving and customer service skills: the ability to successfully provide support to staff and guide managers
- Supervisory experience a strong plus
- Strong project management skills
- Experience in supporting a client group of 400+ employees preferred
- Experience working in a multi-cultural and/or non-profit organization preferred
- Ability to travel domestically

Certificates or Licenses: HR certification (e.g. PHR/SPHR) a plus

Working Environment: Standard office work environment, with travel as needed to regional offices. Estimated 10% time.

The IRC and IRC workers must adhere to the values and principles outlined in *IRC Way - Standards for Professional Conduct*. These are Integrity, Service, and Accountability. In accordance with these values, the IRC operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Fiscal Integrity, and Anti-Retaliation.

IRC et les employés de IRC doivent adhérer aux valeurs et principes contenus dans le IRC WAY (normes de conduite professionnelle). Ce sont l'Intégrité, le Service, et la Responsabilité. En conformité avec ces valeurs, IRC opère et fait respecter les politiques sur la protection des bénéficiaires contre l'exploitation et les abus, la protection de l'enfant, le harcèlement sur les lieux de travail, l'intégrité financière, et les représailles.

