



JOB TITLE:	Senior HR Advisor
Department/Division/ Unit:	Human Capital Management
Job Classification	
Location:	Lagos
<u>REPORTING RELATIONSHIPS:</u>	
Functionally Reports To:	GH: HCM
Administratively Reports To:	GH: HCM
<u>WORKING RELATIONSHIPS:</u>	
Internal	All departments
External	Regulatory bodies etc

JOB OBJECTIVE/PURPOSE OF THE JOB

1. The ideal candidate will have a strong background in HR business partnering, coupled with extensive experience in various HR functions.
2. This role requires a strategic thinker who can align HR initiatives with business objectives to drive organizational success.

JOB DUTIES/RESPONSIBILITIES/ACCOUNTABILITIES:

HR Business Partnering:

1. Collaborate with senior leadership to understand business goals and develop HR strategies that support organizational objectives.
2. Act as a trusted advisor to department heads, providing guidance on HR policies, procedures, and best practices.
3. Proactively identify areas for improvement and implement solutions to enhance employee engagement, retention, and performance.

Talent Acquisition and Management:

1. Oversee the recruitment process, from job posting to onboarding, ensuring a seamless and positive experience for both candidates and hiring managers.
2. Develop and implement talent management strategies to attract, develop, and retain top talent.
3. Conduct regular talent reviews and succession planning to identify high-potential employees and future leaders within the organization.

Employee Relations:

1. Serve as a point of contact for employee relations issues, conducting investigations and resolving conflicts in a fair and timely manner.
2. Provide guidance and coaching to managers on performance management, disciplinary actions, and conflict resolution.
3. Promote a positive work culture by fostering open communication, trust, and respect among employees and managers.

HR Compliance and Administration:

1. Ensure compliance with relevant employment laws and regulations, keeping abreast of changes and updates as needed.
2. Manage HR administration tasks, including payroll processing, benefits administration, and HRIS maintenance.

3. Prepare reports and analytics on key HR metrics to support data-driven decision-making.

Training and Development:

1. Collaborate with department heads to identify training needs and develop learning initiatives that enhance employee skills and capabilities.
2. Facilitate training sessions on topics such as leadership development, diversity and inclusion, and performance management.

JOB SPECIFICATIONS:

Education Qualification:

1. Bachelor's degree in Human Resources, Business Administration, or related field;
2. Master's degree preferred

Professional Qualification:

HR certification (e.g., PHR, SPHR, or CIPM) is highly desirable.

Experience

1. Minimum of 8 years of experience in HR roles, with a focus on HR business partnering.
2. Strong understanding of HR principles, practices, and regulations.

KEY COMPETENCY REQUIREMENTS

1. Excellent communication and interpersonal skills, with the ability to build relationships at all levels of the organization.
2. Proven ability to influence and collaborate with cross-functional teams to achieve common goals.
3. Strategic thinker with the ability to translate business needs into HR initiatives.
4. Demonstrated experience in talent acquisition, employee relations, and performance management.
5. Proficiency in HRIS software, PowerPoint, Microsoft word/Excel and MS Office Suite