

JOB DESCRIPTION

HR Business Partner

Job Title	Human Resources Business Partner
Division	Human Resources
Department	Human Resources
Reports To	Hospital Administrator
Direct Reports	None
Document Date	September 2026

JOB PURPOSE

To act as a strategic partner to the business, supporting the implementation of HR strategies across departments. The role bridges business needs and HR initiatives, focusing on talent management, performance management, learning and development, recruitment, employee relations, policy review, reporting, and organisational development to drive performance. The HR Business Partner collaborates closely with key stakeholders, including Functional and Departmental Heads.

DUTIES & RESPONSIBILITIES

Talent Acquisition

- Partner with hiring managers to identify staffing needs, develop job descriptions, and create recruitment strategies.
- Manage the full recruitment cycle, from sourcing and interviewing to onboarding, ensuring a positive candidate experience.
- Implement best practices for attracting high-quality talent.

Onboarding

- Lead the onboarding process to integrate new hires smoothly into the culture and their roles.
- Develop and facilitate orientation programmes to educate new employees on policies, values, and expectations.
- Monitor the onboarding experience to ensure early-stage employee engagement and retention.

Performance and Talent Management

- Support the performance management cycle, including goal-setting, mid-year and year-end reviews, and ongoing feedback.
- Provide coaching to managers on effective performance management and employee development techniques.
- Support talent management programmes, including succession planning, career pathing, and high-potential employee development.

Strategic Initiatives

- Support leadership and business units to implement key strategic initiatives related to employee engagement, diversity and inclusion, and organisational development.
- Align HR strategies with Imara Hospital's strategic objectives to drive organisational change and improve performance.
- Collaborate on initiatives to improve operational efficiency and foster a culture of continuous improvement.

Employee Engagement

- Design and implement employee engagement programmes that promote a positive work environment and strengthen organisational culture.
- Conduct employee surveys, analyse results, and partner with managers to create action plans for engagement and retention.
- Organise events, recognition programmes, and initiatives that enhance employee morale and satisfaction.

Learning and Development

- Work with line managers to identify training needs and design and deliver training programmes.
- Support leadership development programmes to ensure a strong talent pipeline for future leadership roles.
- Facilitate workshops and training sessions to enhance employee skills, including soft skills and technical competencies.

Employee Relations

- Serve as a trusted advisor to managers and employees on employee relations matters, including conflict resolution, grievances, and disciplinary actions.
- Conduct investigations and ensure fair, consistent handling of employee concerns in compliance with policies and legal requirements.
- Promote a culture of fairness, respect, and transparency by upholding policies and HR best practices.

Organisational Development and Change Management

- Support organisational change initiatives by working with leadership to align structure, culture, and talent with evolving healthcare needs.
- Implement training programmes to enhance employee skills, ensure compliance, and improve service quality.

Compensation and Benefits

- Provide support on compensation strategies, job evaluations, and pay equity to keep the facility competitive in the healthcare market.
- Support the development of staff welfare and employee benefit programmes.

HR Metrics

- Track and analyse key HR metrics, including turnover rates, time-to-hire, employee engagement scores, and performance outcomes.
- Provide data-driven insights to inform decision-making and identify trends or areas for improvement.
- Prepare reports and dashboards to present HR metrics to senior management and recommend HR strategy enhancements.

QUALIFICATIONS

Education

- Bachelor's degree in Human Resource Management or a related field.
- Professional qualification such as a Higher Diploma in Human Resource Management or Certified Human Resource Professional of Kenya, CHRP(K).

Experience

- Minimum of Three (3) years in Human Resources or equivalent.
- Knowledge of all HR functions as an HR generalist.
- Strong understanding of HR laws and regulations, with the ability to handle employee relations matters effectively.
- Payroll processing is an added advantage.



IMARA HOSPITAL

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Membership

- Membership with the Institute of Human Resource Management (IHRM) of Kenya.

KEY COMPETENCIES

- Strong organisational, interpersonal, and problem-solving skills.
- Ability to work independently and manage multiple priorities in a fast-paced environment.
- Excellent written and verbal communication skills.
- Excellent negotiation skills.
- Drive for results.
- Proficiency with HR Information Management System software
- Data-driven decision-making.
- Emotional intelligence and conflict resolution.
- Adaptability and resilience.

ACKNOWLEDGEMENT

I confirm that I have read and understood the duties as stipulated in this Job Description.

Name: _____

HR Business Partner

Signature: _____

Date: _____

Name: _____

Hospital Administrator

Signature: _____

Date: _____