

Job Description – HR Business Partner

Role Summary

We are seeking a commercially minded and strategic **HR Business Partner (HRBP)** to partner with leadership in developing and executing people strategies that support organisational growth and performance.

The HRBP will work closely with business leaders to understand business priorities, identify people-related opportunities and risks, and translate these into practical HR strategies and solutions. The role will focus on workforce planning, organisational effectiveness, talent management, performance, employee engagement, leadership support, culture, and people analytics.

The ideal candidate should be able to move beyond traditional HR administration and demonstrate a strong understanding of how people, structure, capability and culture contribute to business performance.

Key Responsibilities

1. Strategic HR Business Partnership

- Partner with senior leaders and department heads to understand business objectives and translate them into relevant people strategies.
- Provide strategic HR advice on workforce, organisational and people-related decisions.
- Identify people-related challenges that may impact business performance and develop appropriate interventions.
- Act as a trusted HR adviser to managers and leaders across the business.
- Participate in business planning and provide HR input on organisational growth, restructuring, expansion and other strategic initiatives.
- Challenge and influence management constructively on people-related decisions where appropriate.

2. Workforce Planning & Organisational Effectiveness

- Develop and support workforce plans aligned with current and future business requirements.
- Analyse workforce needs, skills gaps, capacity and organisational structures and recommend appropriate solutions.
- Support organisational design, restructuring, role alignment and workforce optimisation initiatives.
- Identify critical roles and capability requirements needed to support business growth.
- Partner with management to improve team structures, accountability and effectiveness.

3. Talent Management & Succession Planning

- Develop and implement talent management initiatives aligned with business priorities.
- Support succession planning for key positions and develop strategies to strengthen the internal talent pipeline.
- Partner with managers to identify capability gaps and develop appropriate talent development plans.
- Support career development and internal mobility initiatives.

4. Performance & People Development

- Lead and strengthen the organisation's performance management framework.
- Partner with managers to establish meaningful objectives and performance expectations aligned with business goals.
- Analyse performance trends and recommend interventions to address capability or performance gaps.
- Support the development of leadership and management capabilities.
- Identify organisational learning needs and work with relevant stakeholders to develop targeted development programmes.

5. Employee Engagement & Organisational Culture

- Develop and implement initiatives that strengthen employee engagement, experience and retention.
- Conduct and analyse employee engagement surveys and translate findings into actionable initiatives.

6. People Analytics & HR Insights

- Develop and monitor HR metrics that provide insight into workforce performance and business needs.
- Analyse trends relating to turnover, retention, absenteeism, engagement, performance, workforce costs and talent.
- Prepare regular people reports and dashboards for management.
- Translate HR data into actionable business insights and recommendations.

Qualifications & Experience

- Bachelor's degree in Human Resources, Business Administration, Industrial Relations, Psychology, or a related field.
- **3–5 years of progressive HR experience**, preferably with experience in an HR Business Partner, HR Generalist, People & Culture, or strategic HR role.
- Professional certification such as **CIPM, SHRM etc**

- Demonstrated experience partnering with managers or business leaders on people-related decisions.
- Experience in workforce planning, performance management, talent management, employee engagement and organisational development.
- Good understanding of Nigerian employment practices and HR legislation.
- Strong proficiency in Microsoft Office, particularly Excel and PowerPoint; experience with HR analytics tools or HRIS is an advantage.

Key Competencies

- **Strategic thinking and business acumen**
- Strong HR business partnering and advisory skills
- Workforce planning and organisational development
- Talent management and succession planning
- Performance management
- People analytics and data-driven decision-making
- Change management
- Employee engagement and culture development
- Stakeholder management and influencing
- Strong communication and presentation skills
- Commercial awareness
- Problem-solving and critical thinking
- High level of professionalism, confidentiality and integrity

Application

Interested candidates should send their CV to apply@foteinotalento.com using the subject "**HR Business Partner**".

LinkedIn: Foteino Talento