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Human Resource Business Partner

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Company: Granicus

Location: Poland

Category: other-general

The Company Serving the People Who Serve the People Granicus is driven by the excitement of building, implementing, and maintaining technology that is transforming the Govtech industry by bringing governments and their constituents together. We are on a mission to support our customers by meeting the needs of their communities and implementing our technology in ways that are equitable and inclusive. Granicus has consistently appeared on the GovTech 100 list over the past 5 years and has been recognized as the best companies to work on BuiltIn. Over the last 25 years, we have served 5,500 federal, state, and local government agencies and more than 300 million citizen subscribers powering an unmatched Subscriber Network that uses our digital solutions to make the world a better place. With comprehensive cloud-based solutions for communications, government website design, meeting and agenda management software, records management, and digital services, Granicus empowers stronger relationships between government and residents across the , , Australia, New Zealand, and Canada. By simplifying interactions with residents, while disseminating critical information, Granicus brings governments closer to the people they serve—driving meaningful change for communities around the globe. Want to know more? See more of what we do . ****Candidates must live in Australia or New Zealand to be considered**** As an HR Business Partner, you will work with the business areas to create a high-performing and supportive work environment. Your role will cover employee relations, management coaching, HR project work, and more. Working collaboratively with the broader HR team, you'll drive the people to plan across all functions and offices. At its heart, this position is about helping every employee at

Granicus be successful, feel supported, and grow professionally and personally in their time with Granicus. Most of your time will be spent talking to managers and employees to help address performance, resolve employee relations situations, and ensure we're making legally sound decisions and in line with Granicus' values. In addition, you'll have the opportunity to grow your HR knowledge and skills by participating in various HR responsibilities and projects such as Diversity & Inclusion, Career Pathing, Manager Training, Employee Engagement, and Performance Management.

What your impact will look like:

Work closely with management and employees to improve work relationships, resolve performance and employee relations issues, conduct HR investigations, increase engagement, reduce turnover, and conduct terminations and exit interviews.

Working with the various leadership teams across the business to ensure the people plan is aligned to the business plans.

Coach Managers on all aspects of people management such as employee development, disciplinary action, terminations, and employee engagement.

Assist in implementing HR policies, procedures, and programs across the company, helping to maximize usage, recommending impactful changes and helping create sustained solutions to employee challenges.

Build strong partnerships with leaders across the company, acting as a trusted advisor, expert and resource for all core HR technical competencies such as time and labor laws, leaves of absence, etc.

Enable high-performing teams through the use of people data and metrics

Work closely with the internal Talent Acquisition team ensuring alignment between business requirements, culture and candidates.

Working in conjunction with the Learning & Development team, assisting in creating learning materials and conducting training programs as required.

Participate in company compliance with all existing governmental and labor legal reporting requirements, including any related to EEO, AAP, ADA, FMLA, DOL, Worker compensation, etc.

Provide strong customer service to all stakeholders ensuring HR continually drives value throughout the business.

Demonstrate the highest levels of integrity in handling confidential information.

You will love this role if you have:

3-5 years of experience in an HR Generalist, HR Representative role, or equivalent; preferably within a fast-paced, high-growth environment

1-2 years specifically dealing with Employee Relations, HR investigations, and/or other highly confidential and sensitive employment situations

Possess foundational knowledge of applicable state and federal regulatory requirements, principles and procedures in human resources; FMLA, ERISA, FLSA, HIPPA, CFRA, OFCCP, and more (or be good at Google-ing)

Current HR certification is a plus, PHR, SHRM-CP, CIPD etc., or a desire to attain one

Outstanding relationship building and interpersonal skills, with the ability to deliver excellent customer service in a fast-paced environment with a flexible approach

Demonstrated ability to work professionally and discreetly with highly confidential information

Sound judgement and commercial acumen

Able to effectively communicate with all levels of the; strong written and oral communication skills

Strong MS Office — able to prepare engagement presentations, strong analysis of data and written pieces

Able to travel up to 25% of the time to assist in supporting all offices

\$80,000 - \$100,000 a year
Granicus is committed to providing equal employment opportunities regardless of race, colour, age, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status.

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