

The Episcopal Diocese of Texas

Job Description

Job Title: Human Resources Business Partner

Division: Operations

Supervisor's Title: Director of Human Resources. (Secondary Functional Point of Contact: EHF Chief Administrative Officer for daily task coordination and EHF-specific deliverables)

FLSA Status: Exempt

General Summary

The HR Business Partner (HRBP) partners with leadership and staff to deliver consultative HR support across key functions, including hiring, onboarding, performance management, employee engagement, HR systems, benefits, and employee relations.

This role reports to the Diocese Director of Human Resources, who provides administrative supervision, performance evaluation, and overall workload prioritization. The HRBP maintains a *functional coordination relationship* with the Episcopal Health Foundation (EHF) Chief Administrative Officer (CAO). In this capacity, the EHF CAO provides daily direction on EHF-specific tasks and project requirements. As an employee of the Episcopal Diocese of Texas, the HRBP operates within Diocese HR policies while serving EHF in an advisory and consultative capacity under the established shared services arrangement.

Key Responsibilities

Onboarding and Hiring

- Assist in the creation, review, and updating of job descriptions.
- Support recruiting and hiring processes in collaboration with hiring managers and leadership to ensure compliance and a positive candidate experience consistent with hiring practices.
- Assist in coordinating onboarding, including new hire orientation and early integration.
- Support onboarding new employees.
- Research and recommend improvements to hiring and onboarding processes, systems and tools.

Performance Management

- Assist staff and supervisors in goal-setting and professional development planning.
- Support leaders in preparation for performance discussions and evaluation processes.
- Help maintain and improve performance management tools and documentation.

HR Systems, Policies, and Documentation

- Evaluate and enhance HRIS and communication systems, applying technical expertise to recommend improvements, increase efficiency, and support data-driven decision making.
- Assist in updating employee handbook content, HR policies, and related materials.
- Maintain HR records in compliance with applicable laws and policies.

Employee Engagement, Recognition and Development

- Build relationships to identify employee needs and improvement opportunities.
- Assist with employee engagement surveys and support follow-up action planning.
- Provide insight on culture, engagement, and organizational development trends.
- Support employee recognition programs and career development initiatives.

Benefits Administration

- Educate employees on available benefits and support related communications.

Employee Relations

- Support resolution of employee concerns in a confidential, constructive manner.
 - Assist with workplace investigations and recommend next steps.
 - Facilitate or advise on conflict resolution as appropriate.
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Required Education and Experience

- Bachelor's degree
- SPHR, SHRM-SCP.
- Experience in a faith-based, nonprofit, or educational organization.
- Minimum of 5 years of human resources experience, including employee relations, performance management, and organizational effectiveness
- Demonstrated experience handling sensitive and confidential employee matters with sound judgment and discretion
- Strong knowledge of employment laws and ability to interpret and apply policies, procedures, and regulations
- Experience supporting leaders in a consultative or advisory HR capacity
- Excellent communication, interpersonal, and problem-solving skills
- Ability to manage multiple priorities and work effectively in a fast-paced environment
- Proficiency in Microsoft Office applications, including Excel and PowerPoint
- Change management experience in growth
- Proficiency with ADP -Workforce Now

Travel

- Ability to travel to dual offices, less than a mile.
 - Limited travel to community to events and or conferences
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Physical and Mental demand and Work environment

The physical and mental demands and work environment characteristics described below are representative of those that must be met by an employee to successfully perform the essential functions.

Physical and Mental demand: Regularly see, talk, listen and easily remember things, any one of which could last for extended hours.

- Regular interaction with others throughout the workday, including the ability to manage competing priorities and deliverables across a multi-client environment while maintaining concentration and professional composure.
- Easily follow oral and written instructions; sustain concentration; and make timely and sound decisions

- Ability to perform effectively under pressure, including managing deadlines, employee relations matters, competing priorities, and periods of high workload

Work environment: The work takes place almost entirely indoors in office environment

- The work environment may include moderate noise levels due to normal office activity
 - Regular use of standard office equipment, including computers, and related technology
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Comments: The above statements are intended to describe the essential responsibilities being performed by person assigned to this position. They are not intended to be an exhaustive list of the responsibilities assigned.