

Human Resources Business Partner

Department: Human Capital & Talent

Organizational Relationship: Reports to the Human Resources Manager or Senior Human Resources Manager

FLSA Status: Exempt

Last Updated: September 17, 2024

General Summary:

The Human Resources Business Partner is responsible for implementing Human Capital & Talent strategies in actionable deliverables within practice offices or global functions. The position is responsible for providing day-to-day human resources support and guidance to colleagues, while assisting firm leadership on various people issues, including, but not limited to, optimizing performance, employee relations, policy interpretation, and resource management.

Essential Duties and Responsibilities:

“Essential duties” are those that an individual must be able to perform with or without reasonable accommodation.

1. Implements Human Capital & Talent strategies inclusive of engagement strategies, optimized performance, and professional development
2. Champions colleague well-being and enables a work environment that is equitable and offers fair treatment, transparency, inclusiveness, personal accountability, trust, and mutual respect
3. Manages people-related projects, programs, and process to ensure compliance and completion
4. Supports department leadership with performance optimization efforts, including talent development and acquisition, resource management, and colleague training programs
5. Serves as a trusted advisor to office leadership and colleagues by providing advice and guidance across all human resources topics, inclusive of employee relations and policy adherence
6. Promotes effective work practices, works as a team member, and shows respect for co-workers

Position Specifications

Education

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- Bachelor's Degree or equivalent required
- Four years' relevant experience may be considered in lieu of a degree

Work Experience

- A minimum of four years' relevant experience required
- Two years' additional relevant experience preferred
- Experience advising, guiding, and supporting key stakeholders within a global matrixed organization preferred
- Experience in coordinating and managing complex employee relations matters preferred

Knowledge, Skills & Abilities

- Comprehensive knowledge of human resources functions
- Ability to work in a team environment with a best-in-class customer-service focus
- Effective communication skills, both written and verbal
- Ability to manage confidential and sensitive information with the appropriate discretion
- Organizational skills needed to manage time well, prioritize effectively, and manage multiple deadlines
- Knowledge of local employment law, practices, and ability to understand and translate firm policies for all colleagues
- Knowledge and proficiency in Technology applications, including MS Office
- Knowledge of HRIS systems, preferably PeopleSoft

Physical Demands

- Extensive time using a computer including use of a PC keyboard and mouse or similar data input devices is required.

Working Conditions

All Latham & Watkins positions are in a typical indoor office environment.

The statements contained in this position description are not necessarily all-inclusive; additional duties may be assigned, and requirements may vary from time to time, and from location to location.