

Title:	Human Resources Business Partner
Reports To:	Vice President of Human Resources
FLSA Status:	Non-exempt: Full-Time, Hourly

Overview:
<p>The Human Resources Business Partner (HRBP) serves as a strategic and operational partner to assigned departments, supporting the execution of HR strategies that enhance organizational effectiveness, culture, and team member engagement across Honeywell Arts & Entertainment.</p> <p>This role partners closely with leaders at all levels to provide guidance on employee relations, performance management, organizational design, talent development, and workforce planning. The HRBP ensures HR programs are effectively implemented and aligned with organizational goals while fostering a high-performance and inclusive workplace culture.</p> <p>The HR Business Partner supports the development and execution of HR initiatives, change management efforts, and leadership capability building across the organization. This role provides coaching and consultation to leaders while serving as a key extension of the HR function.</p>

Essential Duties and Responsibilities (Note: Other duties may be assigned)
<p><i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.</i></p> <ul style="list-style-type: none"> • Partners with assigned departments to provide day-to-day HR consultation and administrative HR support aligned with organizational goals and strategies, including HR administrative functions. • Provides coaching and guidance to leaders on employee relations, performance management, and workplace concerns, including intake, documentation, and initial assessment of issues, with escalation to the VP of HR for review and final determination. • Supports organizational design and workforce planning by partnering with leaders to assess staffing needs, role structure, and resourcing requirements to ensure departments are appropriately aligned to meet business needs. • Manages end-to-end recruiting process execution, including job description development, initial kick-off meetings, posting coordination, candidate scheduling, interview process support, and overall hiring workflow management in partnership with hiring managers. • Partners with leaders to ensure effective onboarding and integration of new hires, including coordination of onboarding plans and early engagement support.

- Supports performance management processes, including coaching leaders on goal setting, feedback, development planning, and performance improvement plans.
- Coordinates and supports talent development initiatives, including succession planning, career pathing, and individual development planning within assigned client groups.
- Supports compensation and total rewards processes in partnership with VP of HR.
- Supports employee offboarding processes, including documentation, coordination, and exit process administration.
- Assists in the development, communication, and maintenance of HR policies, procedures, and updates to the Employee Handbook.
- Utilizes HR metrics and reporting (e.g., turnover, retention, engagement trends) to identify and communicate workforce trends and support data-informed decision making.
- Facilitates and/or supports training and development initiatives for leaders and team members on HR processes, compliance, and leadership effectiveness.
- Fosters an inclusive and positive workplace culture aligned with Honeywell core values.
- Builds strong, trusted relationships with leaders, managers, and team members across assigned client departments.
- Participates in organizational change management efforts, supporting leaders and teams through transitions and business initiatives.
- Identifies and recommends improvements to HR processes, systems, and programs to increase efficiency and organizational effectiveness.
- Leads internal HR communications through The Honeywell Happenings SharePoint site, ensuring timely, accurate, and engaging updates that support transparency, employee awareness, and organizational connection.
- Coordinates and leads the Honeywell Happy Committee volunteer team to plan, organize, and execute employee engagement events and activities that strengthen culture and enhance the team member experience.

Responsibilities are subject to change and increase as the position evolves.

Knowledge, Skills and Abilities

The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- **Adaptable and Eager to Learn:** Flexible in dynamic environments with a drive for continuous growth.
- **Strong Communication:** Skilled in delivering clear, compelling presentations and building relationships.
- **Confidentiality and Integrity:** Handles sensitive information with discretion and professionalism.

- **Time Management and Attention to Detail:** Efficiently prioritizes tasks and ensures high-quality results.
- **Project Management:** Experienced in leading projects, managing resources, and meeting deadlines.
- **Decision-Making and Problem-Solving:** Strong judgment in resolving complex issues.
- **Tech-Savvy:** Advancing in Microsoft 365 and leveraging technology for productivity.
- **Industry Knowledge:** Stays current on trends and best practices to drive innovation.
- **Leadership:** Leads teams to achieve departmental goals and maintains team morale.
- **Change Management:** Supports teams through change processes and fosters adaptability.
- **Financial Acumen:** Manages budgets and resources for optimal efficiency.
- **Relationship Building and Collaboration:** Fosters collaborative, mutually beneficial relationships to support organizational growth and stewardship.
- **Negotiation:** Effectively negotiates win-win outcomes with others.
- **Innovation and Problem-Solving:** Drives process improvements and creative solutions.
- **Cross-Functional Collaboration:** Works seamlessly across teams to achieve objectives.
- **Customer-Centric:** Focuses on delivering exceptional customer experiences.
- **Results-Oriented:** Consistently achieves goals on time and within budget.

Education and/or Experience

Bachelor's degree in Business, Management, Human Resources, or related field and 7-10 years of related leadership experience in a similar position or equivalent combination of education and experience.

Environment and Physical Demands

The physical demands described here are representative of those an individual must meet to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Office environment.
- Utilizing an office desk – sitting, reading, listening or speaking with the ability to move intermittently throughout the day.
- Constant walking and standing; frequent bending, stooping and reaching.
- Occasionally lift up to 25 lbs. with the ability to push or pull more than 25 lbs.
- Ability to work in a fast-paced environment.
- Strong sensory skills, such as good eyesight, good hearing, and dexterity.
- Ability to operate office equipment, including computers, copiers, fax machines, and phones.



Job Description

Other Requirements
Position will require some evening and weekend hours.