



## HR BUSINESS PARTNER – U.S.

**Location:** Houston, Texas

**Job Department:** Human Resources

**Type:** Salary, Full-Time

**Supervisor:** Chief Human Resources Officer

---

### JOB PURPOSE

We are seeking an experienced and results-driven US HR business partner to align our HR initiatives and functions with business objectives and business needs. As the HR business partner, you will be responsible for aligning staff to business objectives, recruiting the right talent, enhancing staff performance, planning strategic HR initiatives, running orientation, and onboarding processes, maintaining staff relations, updating policies and practices, and overseeing wellness and health initiatives for our US-based staff. In addition, you will lead us as we determine training needs and functional training modules. In collaboration with senior management, directors, and department management, you will ensure strategic learning and organizational development solutions for all functional areas. Your experience in human resources management will aid our organization in adding value to overall business objectives, providing HR solutions, resolving personnel grievances, retaining a talented workforce, and ensuring compliance with regulations.

### CORE CHARACTERISTICS

These principles guide and identify us as colleagues and representatives of Living Water:

- Honor God
- Develop People
- Pursue Excellence
- Be Good Stewards

### KEY TASKS AND RESPONSIBILITIES

- Build upon existing employee engagement framework to strengthen and cultivate a thriving, Christ-centered workplace culture.
- Execute on talent management strategies to support staff growth, including performance check-ins, compensation, talent reviews, and career development.
- Anticipate needs, diagnose problems, and promote appropriate solutions. Identify and advise leaders on the development needs of their teams and departments. Coach our people managers on all levels to be excellent managers.
- Manage, coordinate, and execute all HR responsibilities in the hiring process of U.S. staff including candidate sourcing, inquiries, interviews, contract terms, orientation, etc.
- Manages and resolves employee relations issues; conducts effective, thorough, and objective investigations.
- Assist in the oversight of the performance management process. Support the consistent implementation of performance improvement and performance management processes within the organization and ensure implementation of agreed upon actions.
- Participate in the analysis and assessment of training development needs. Help to create training timelines, determine resource needs, and develop curriculum. Monitor the effectiveness of training classes and make recommendations for changes in policy and procedures, as necessary.

- Maintains in-depth knowledge of legal requirements related to day-to-day management of employees, reducing legal risks, and ensuring regulatory compliance.
- Support Living Water D&I efforts by integrating diversity and inclusion strategies in recruitment, performance management, leadership assessment/development, and training. Support management and leadership in building an inclusive culture by participating on the D&I Committee.
- Provide HR policy guidance and interpretation. Update policies and processes, where needed.
- Analyze trends and use data to help develop people programs and to make teams more successful
- Provide oversight and manage employee onboarding, offboarding, HR inquiries and employee record keeping

## EDUCATION / EXPERIENCE / SKILLS REQUIREMENTS

- Residence in the Houston area is preferred
- Bachelor's Degree and relevant industry experience
- SHRM-CP or PHR certification a plus
- Nonprofit/INGO experience preferred
- 5 years' experience as a business partner and trusted advisor, skilled at inquiry and root cause analysis in order to reach the most effective solutions that meet team and organizational needs
- 3 years' experience in learning and development
- Working knowledge of multiple human resource disciplines including compensation practices, recruitment, employee relations, diversity, performance management, and federal and state respective employment laws.
- Ability to gain the confidence and trust of others through honesty, integrity, and delivering consistently excellent results
- Multi-cultural communication skills and experience
- Proficient with Microsoft Office Suite or related software.
- A leading candidate will have the following competencies:
  - Effective time management
  - Conflict resolution skills
  - Organizational awareness
  - Relationship management
  - Critical thinking and data literacy skills
  - Attention to detail
  - Collaborative teamwork
  - Excellent communication skills

## More about Living Water

Living Water International exists to demonstrate the love of God by helping communities acquire desperately needed clean water and to experience “living water”—the gospel of Jesus Christ—which alone satisfies the deepest thirst. We mobilize churches and communities through water access, sanitation, and hygiene (WASH) interventions to increase the physical, spiritual, and social wellbeing of the most vulnerable in communities around the world. With over 300 global staff, we currently work in 18 countries and have provided access to safe water to nearly 6.5 million people.

## We Offer

- Flexible schedules. Please note that due to COVID-19 challenges, this role may be remote at first leading to a hybrid work environment (subject to change).
- Generous PTO, vacation and holidays
- Retirement/403(b) with match
- Medical, vision and dental benefits
- Group Life, LTD and AD&D (Employer paid)
- Opportunities for professional development
- Spiritual care and formation program
- Employee assistance program
- Casual dress code