

Job Description

Job Title	HR Business Partner		
Function	HR	Department	HR
Reporting lines (titles): Direct line	HR Business Partner China		
Location/Site	Shanghai	Country	China
Number of direct reports	0		
Type of Employment	100 % of FTE		
PURPOSE OF THE JOB			
<p>Assume responsibility for a specified population at a location operating as the privileged single point of contact for all HR queries.</p> <p>Steer business results and provide support to managers in the area of responsibility to achieve Development, Performance Management and Employee Engagement objectives by supporting the definition & implementation of the necessary people actions and interventions.</p> <p>Drive the execution of the end-to-end HR lifecycle activities in the respective business area to support the company's Mission, Vision and Strategy.</p> <p>Collaborate closely with Corporate HR and Regional HR, as well as the local leadership team to implement corporate processes/ policies/ guidelines, fulfil local requirements, and assume representative tasks for the company in front of internal and external stakeholders. Act as a mediator and escalation body to resolve people related issues in line with the company standards.</p>			
GENERAL DUTIES AND RESPONSIBILITIES			
<ul style="list-style-type: none"> • Acts as first point of contact for social partners and local authorities • Is the key HR Partner for the local leadership team to ensure local engagement, cohesion and compliance • Supports the cohesion of the HR team locally (HR business partners and shared services) • Escalates compliance matters to in a timely manner • Provides regular feedback and recommendations to about local issues linked to people engagement and communication • Ensures that HR tools, processes and policies are embedded locally in your responsible area and in line with Corporate HR guidelines • Maximizes organizational effectiveness, improves performance and ensures compliance within HR locally • Ensures a consistent approach in your responsible area in line with Corporate HR guidelines on Workforce Strategy and Planning, Performance Management, Recruiting, Compensation, Employee Relations, and Compliance • To advises line manager on HR matters in line with the local regulatory environment • Supports line manager in implementing a cohesive, coherent people plan for the respective business area and country where the subsequent solutions and actions are aligned with the business strategy • Provides support and advice to the local leadership team on HR and labor-law related topics • Ensures local compliance according to GDPR for personal data collecting, transferring, storing, archiving and processing • Collaborates closely with the local leadership team in all matters representing the company in front of internal and external stakeholders • Takes the lead in driving the implementation of strategic projects linked (for example) to local organizational changes, labor law, compensation, and performance management processes • Handle disputes, arbitrations and lawsuits relate to employee relationship/labor law. 			

- Ensures that Triumph's Values, Principles and Code of Conduct are adhered and complied to at all times.

KEY INTERFACES	
Internal key customers	Area of Interface
Centres of Excellence/ Global HR SSC	Alignment, feedback and escalation, compliance reporting
Local Leadership Team	Education on local labour matters, consistency of all HR matters and appropriate implementation of all Corporate HR guidelines locally
Local HRBPs and Local SSC	Coordination and alignment on all compliance topics in HR and alignment on all pan-BU topics. Coaching, guidance and support to keep cohesion of the HR function locally.
Global and Local HRBPs	Support, Guidance, Coaching and alignment
Employees	Local HR compliance, independent channel of advice and for escalation. Ensures consistency and compliance.
Works Council	Communication, Alignment, Negotiation
External key customers	Area of Interface

KEY PERFORMANCE INDICATORS (KPI)	
<ul style="list-style-type: none"> • Personnel cost • HR collaboration • Feedback from local and regional stakeholders • Compliance with all corporate and local labor standards • Limited number of legal disputes • Compliance with and completion of global HR processes/ requirements, on time and of good quality • Talent acquisition and management 	
SIGNED BY EMPLOYEE:	Date:
SIGNED BY DIRECT MANAGER:	Date:
PROFESSIONAL EXPERIENCE	
<ul style="list-style-type: none"> • Broad generalist HR experience gained across supporting a variety of businesses, markets, cultures • At least 10 years' experience as an HR in fashion retail industry • Operational & strategic HR experience • Good business and financial acumen • Good understanding of China labor law, and had solid labor law related experience 	
EDUCATION REQUIREMENTS	
<ul style="list-style-type: none"> • Bachelor degree 	
OTHER REQUIREMENTS	

- Language Skills: Fluent English in both speaking and writing
- IT proficiency: Microsoft Office (Excel, Word, PowerPoint, etc.)
- Other skills: conflict management, relationship building, influencing, cross-functional collaboration, project management
- Ability to work independently with tight timelines and multiple priorities in a fast-paced environment to deliver against operational and strategic business priorities, handling operational HR activities on a local scale
- Solid HR technical skills and knowledge in the key areas of responsibility
- Ability to anticipate, identify, diagnose and resolve employee issues affecting business performance
- Ability to establish relationships with all levels of a multicultural organization

PERSONAL QUALITIES

- Business and solution oriented
- Hands-on, pragmatic, energetic and high sense of initiative and drive
- Ability to work effectively under pressure, prioritize and meet deadlines
- Pro-active, independent, hands-on and result-oriented person who demonstrates effective leadership in achieving positive outcomes for the business
- High level of assertiveness
- Strong interpersonal and communication skills
- Effective listening & strategic thinking skills
- True team player who is comfortable working in virtual and multi-cultural teams
- Intercultural Awareness

NOTE

This Job Description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the on-going needs of the organization.

APPROVED BY

Title

SIGNED BY

Date