



**Mission Technologies**  
**A Division of HII**  
5360 Robin Hood Road  
Suite 300  
Norfolk, VA 23513

HII.com

## HR Business Partner 3 - 6768

Requisition Number: 6768

Required Travel: 11 - 25%

Employment Type: Full Time/Salaried/Exempt

Hours Per Week: 40

Security Clearance: Ability to Obtain

Level of Experience: Mid

### **Come Join HII! Where Hard Stuff is Done Right!**

Huntington Ingalls Industries is searching for an experienced, skilled, and highly energetic Human Resources professional to join our company. The Human Resources Business Partner will report to the Human Resources Manager and will manage and execute all aspects of the Human Resources strategy, practices, policies, and processes. The role requires a combination of tactical and strategic expertise and the ability to switch gears between a widely diverse set of duties. This exciting opportunity is located in Norfolk, VA however, alternative locations considered with requirement to occasionally travel to Norfolk.

### **Responsibilities: I want to and can do that!**

- Administration of Human Resources policies and procedures.
- Assists with the implementation and administration of HR activities to effectively meet strategic goals and objectives.
- Partners with business operations to ensure a complete understanding of business needs and objectives.
- Assists with talent management, performance management and employee relations activities.
- Responsible for new employee orientation, onboarding, associated activities, and logistics including personnel file management.
- Conducts exit interviews and associated activities and logistics. Supports retention initiatives.
- Works with other members of HR staff to ensure EEO/AA/OFCCP compliance.
- Assists in policy interpretation and process implementation on general routine benefit, payroll, and other HC actions.
- Other duties as assigned.

### **What you must have:**

- 6 years relevant experience with Bachelors in related field; 4 years relevant experience with Masters in related field; or High School Diploma or equivalent and 10 years relevant experience.
  - Proficiency using various software, applications, and programs including Microsoft 365 with advanced skills in Excel and PowerPoint required. Success Factors experience highly desired.
  - Knowledge of federal, state, local and federal contractor employment laws and compliance programs; experience researching and implementing human resources best practices.
  - Exceptional presentation skills; experience in facilitating live and virtual presentations to a variety of audiences.
  - Superb attention-to-detail, multitasking and organizational and time management skills required.
  - Demonstrated communication and customer service skills with the ability to build effective working relationships with employees and managers at various levels within the organization.
  - Experience with SCA and Union regulations for government contractors highly desired.
  - Ability to manage a high volume of assignments with varying complexity and competing priorities in a fast-paced environment with integrity and professionalism.
  - Must be flexible and able to work extended hours to meet commitments.
  - Ability to travel to other business locations which may include overnight stays.
  - Superb conflict resolution skills to reach satisfactory resolutions for employee relations issues.
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- Must be resourceful, use sound judgement, and understand when to elevate issues due to risk or complexity.
- High sensitivity for protocol and confidentiality

### **Preferred Requirements**

Bachelor's degree in Human Resources, Business, or related discipline with a minimum of 8 years human resources experience preferably in a federal government contracting environment.

In some cases, educational requirements may be adjusted or waived for more than 10 years of applicable work experience. Work experience may be adjusted for highly specialized knowledge, or uniquely applicable experience for positions involving new technology or labor market shortages as reflected by market survey data.

### **Physical Requirements**

Job performance will normally require only minor lifting and carrying of boxes of records or equipment.

Review/apply for position here: <https://jobs.hii-tds.com/job/Norfolk-HR-Business-Partner-3-6768-VA-23513/907658000/>