



HR BUSINESS PARTNER-LEARNING AND DEVELOPMENT

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| DEPARTMENT: | Human Resources | REPORTS TO: | HR Manager |
| DIVISION: | USA HR | STATUS: | Exempt |
| JOB CODE: | 4115 | EFFECTIVE DATE: | 1/9/2025 |

JOB SUMMARY

Work in partnership with Human Resources (HR) management to design, develop, and deliver learning to support policies, advance skills, including soft skills and technical skills. Anticipate and assess HR-related needs and seek to develop integrated solutions that support Pyrotek's mission, culture, and business objectives. Act as a team member champion and change agent. Formulate partnerships across the HR function to deliver value-added service to internal customers. As a member of the USA Human Resources Team ensure strict compliance with all federal, state and local regulations relating to HR, training and any additional assigned areas of responsibility.

QUALIFICATIONS

Education/Experience

Bachelor's degree in Human Resources, Business, or related field, plus a minimum of five (5) years of generalist HR experience; including experience with training and development, performance management, and or organizational development with a minimum of two (2) years of experience with Learning Management Systems or equivalent combination of education and experience.

SHRM-CP/PHR, SHRM-SCP/SPHR certification(s), preferred.

Knowledge/Skills/Abilities

General Human Resources. Working knowledge of all aspects of Human Resources with a strong emphasis on training and development, employment law, people strategies, and performance management. Possess the functional and technical skills which guarantee a high level of accomplishment.

Training and Development. Advanced knowledge of training and development principles, including curriculum design, delivery methods, and effective measurement of training outcomes. Ability to develop both in person and virtual programs, aligning training initiatives with business and departmental needs.

Critical Thinking Skills. Ability to analyze data to assess training attendance, learning impacts, and conducting needs assessments. Skilled in evaluating return on investment (ROI) for training initiatives to ensure alignment with strategic goals and improve overall training outcomes.

Core People Skills. Ability to positively interact, work collaboratively with and motivate a diverse group of people at all levels of the organization. Genuine with high ethical standards and values and personal integrity and honesty. Ability to apply a large measure of common sense to a variety of situations.

Change Agent/Strategic. Courage to make, and influence others to make, difficult people decisions. Able to foster commitment to the shared mission and vision of Pyrotek. Ability to actively participate with management in developing and managing strategic goals and objectives. Demonstrated ability to solicit and manage the development of innovative approaches to current and emerging business challenges, while taking into account strategic implications.

Communication Skills. Ability to speak clearly and persuasively in positive or negative situations, listen and get clarification and respond well to questions. Excellent group presentation skills. Ability to write clearly and



informatively and edit work for spelling and grammar. Ability to vary writing style to meet needs. Ability to apply effective presentation and facilitation skills using a variety of training and delivery methods.

Computer Skills. Proficient computer skills using a variety of software applications systems. Working knowledge of Microsoft Office Products and HR/Payroll related software applications. Proficient with LMS platforms, e-learning tools, and technologies.

Core Business Skills. Ability to work independently, without significant direction and to use resources effectively to “figure it out”. Strong critical thinking skills, decisive judgment and keen attention to detail and accuracy. Exceptional prioritization, time management and organizational skills. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to read and understand basic business financial reporting. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports, correspondence, and training documentation.

Professional Investment. Demonstrated commitment to own personal professional development and learning. Proactively involved with professional and community organizations that promote professional growth and/or enhance Pyrotek’s ability to meet and/or exceed goals and objectives.

Flexibility/Travel. Exhibit flexibility in work schedule and perform beyond a normal workday. Ability to travel up to 15%, primarily domestic. Valid US passport or ability to obtain.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES

1. As part of the USA HR Team and the local management team(s) develop effective working relationships that enhance positive people management throughout Pyrotek. Influence for good and challenge the team on the development and delivery of their workforce development plans in support of the achievement of the business and HR strategies.
2. Manage all aspects of a Learning Management Systems (LMS), including, but not limited to:
 - a. Loading and assigning training content.
 - b. Instructing team members and local administrators on use of system and best practices.
 - c. Monitoring system usage and running applicable reports.
 - d. Driving system engagement.
 - e. Monitoring system updates, and troubleshooting issues,
 - f. Managing groups
3. Develop and deliver training content using effective instructional methods by:
 - a. Design of training aids and presentation materials.
 - b. Implementation of effective instructional methods.
 - c. Facilitate the translation of course materials as needed.
4. Oversee compliance training in consultation with HR leadership, and in coordination with local HR Business Partners.
5. Collaborate with HR leadership to measure, evaluate, and report on training impact, content quality, and participant satisfaction. Gauge investment effectiveness and provide analysis of the ROI.
6. Maintain in-depth knowledge of legal requirements related to day-to-day management of people, reducing legal risks, and ensuring regulatory compliance.
7. Positively contribute to the overall USA HR conversation, goals, and initiatives. Proactively participate in HR projects that support our overall effort to build engaged, satisfied and productive people.



8. Serve as the HR expert for the states, county and municipalities assigned facilities reside in. Stay up to date on new and revised rules, laws, and ordinances. Provide timely updates and present proposals to the USA HR Director on related changes, concerns, and process improvements.
9. Provide HR guidance and interpretation to management on team member relations matters. Ensure all people management is accomplished fairly, consistently, and in compliance with federal/state regulations and Pyrotek policy. Conduct effective, thorough, and objective investigations and work to develop creative solutions.
10. Provide guidance and input on workforce planning, restructuring, and succession planning. Act as the performance improvement driver, providing day-to-day performance management guidance to line management (coaching, counseling, career development, disciplinary actions).
11. Work closely with management and team members to improve work relationships, build morale, and increase productivity and retention. Promote positive people relations by responding appropriately to inquiries, concerns and complaints and being professional, courteous, and respectful at all times.
12. Conduct new team member orientation to foster positive attitude toward company goals. Oversee completion of HR, payroll, tax and benefit documents to ensure new team members are properly enrolled in benefits and set up in the payroll system. Assist management with weekly/biweekly payroll processes, as needed.
13. Assist with recruiting, arranging interviews, and selecting candidates to fill vacant positions. Maintain local applicant tracking via the electronic recruitment module. Acquire local wage survey information within the labor market to determine competitive wage rates.
14. Actively encourage continuous learning by providing management training and coaching in interviewing, hiring, terminations, promotions, performance review, safety, and sexual harassment, as needed.
15. Prepare team member separation notices and related documentation. Conduct exit interviews to determine reasons behind separations.
16. Ensure all appropriate team member documents are scanned to electronic archive system in a timely manner.
17. Maintain confidentiality in the handling of all team member personal and medical information to ensure their privacy is protected.
18. Promote positive team member and customer relations by supporting Pyrotek's commitment to a working environment of tolerance, acceptance, and civility. Respond appropriately to inquiries, concerns, and complaints by being professional, courteous and respectful at all times.
19. Maintain regular, consistent, reliable, punctual, and predictable attendance, as required to achieve internal and external customer satisfaction.
20. Actively and positively participate in problem resolution, demonstrating constructive communication, timely response, and effective resolution skills. Work effectively within team environments both within your department and across the organization.
21. Cooperate and comply fully with all Pyrotek policies and procedures. Actively support and follow the Pyrotek Safety Program.
22. Participate in company/department meetings, training activities, continuing education programs and other associated activities.
23. Consistently promote and communicate Pyrotek's core values through work performance and excellent customer service.
24. Perform other tasks as assigned.



PHYSICAL/SENSORY REQUIREMENTS

Must be able to sit for long periods-of-time, bend, and reach, use stairs, lift up to 25 pounds occasionally and communicate effectively in English by telephone, in person and in writing. Effectively use a personal computer, office equipment, and telephone.

WORKING ENVIRONMENT

While performing the essential responsibilities of this position, team member generally will work in an office environment.

Team Member's Signature

Date

Manager's Signature

Date