



JOB DESCRIPTION

Position Title:	Human Resources Business Partner	Position Type:	Exempt
Department/Group:	Human Resources	Location:	Dallas, Texas
Reports To:	VP, Human Resources	Direct Reports:	

Company Description

Kosmos Energy is a well-capitalized, pure play deepwater oil and gas company with growing production, a pipeline of development opportunities, and a balanced exploration portfolio along the Atlantic Margins.

We have production assets offshore Ghana, Equatorial Guinea, and in the Gulf of Mexico, a competitively positioned natural gas project in Mauritania and Senegal, and a sustainable exploration program balanced between proven basins (Equatorial Guinea and Gulf of Mexico), emerging basins (Mauritania, Senegal and Suriname) and frontier basins (Cote d'Ivoire, Sao Tome and Principe and Namibia).

As an ethical and transparent company, Kosmos is committed to doing things the right way. The company's Business Principles articulate our commitment to transparency, ethics, human rights, safety, and the environment. Read more about this commitment in our Corporate Responsibility Report. For additional information, visit www.kosmosenergy.com.

Basic Function

The Human Resources Business Partner (HRBP) is the primary resource to create alignment between Human Resource and Talent strategy and business strategy. The HRBP is aligned to business units, business leaders, and/or functions to provide HR expertise and consulting for building organizational capability to achieve current and future business objectives through the development of proactive Human Resources strategy and practices. The HRBP drives and influences key organizational health and engagement initiatives with the business and provides advice, counsel and executes key initiatives. The HRBP effectively manages and resolves complex employee relations issues, resolution and investigations, performance management, talent/succession planning, 360 feedback with a focus on leadership development and developing and implementing strategic and tactical initiatives that drive and support desired short and long-term business goals and objectives.

Essential Responsibilities and Job Duties

HRBP Support

- Provide HR partnership, for both strategic and tactical initiatives, day to day HR support and execution of strategies for assigned business groups.
- Builds and maintains effective working relationships with leaders and employees to provide guidance and counsel on a variety of HR and business-related issues on both strategic and tactical levels
- Provides influence and guidance to client groups through developing partnerships to support achieving business objectives within the assigned populations.
- Manages and resolves employee relations issues.
- Conducts effective, thorough and objective investigations.
- Maintains in-depth knowledge of compliance requirements related to day-to-day management of employees, ensuring regulatory compliance. Partners with the legal department as needed/required.



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- Works closely with management and employees to improve work relationships, build morale, and increase productivity and retention.
- Provides HR policy guidance and interpretation.
- Coordinates recruiting for assigned groups, ensuring timely completion of hiring and onboarding activities including but not limited to issuing letters, completing new hire compliance activities and ensuring robust new hire onboarding.
- Provides counsel and drives execution on workforce planning and organizational design
- Provides consultation/coaching/training to managers on performance, talent development, and employee relations.
- Provides day-to-day talent and performance management guidance (coaching, mentoring, counseling, career development, disciplinary actions).
- Implements HR best practices for key HR processes including performance management, compensation planning, workforce/capability planning, and talent management.
- Accesses talent opportunities and performance gaps; oversee talent planning, talent reviews, talent development, and succession planning for assigned business groups.
- Identifies training/coaching/mentoring needs for departments, managers and employees
- Partners with other HR team members (International HR, Immigration, Payroll) acting as a point of contact and liaison with supported groups to deliver robust HR services.
- Oversees and executes implementation of HR and/or business initiative in assigned business groups.
- Provides project management expertise through the initiation, management and driving of strategic projects and initiatives and change management.
- Participates in assigned business groups operational meetings, business reviews, and team building.
- Act as an advisor on HR issues to management of assigned business groups.
- Handle other projects, duties and responsibilities as assigned.

HRBP role in Policies, Process, Procedures

- Maintains knowledge of legal requirements for employers, and suggests updates as needed, to remain compliant for policies and the Employee Handbook.
- Researches, develops and proposes policy updates, new policies and/or update procedures/guidelines to support growing and evolving organization.
- Provides trend data to CHRO for review and discussion
- Ensure HR team is able to provide guidance to managers and employees on policies and how to interpret them; may train managers as needed
- Consults with employment attorney as needed
- Partners with HRBPs and broader HR team to ensure consistent application of practices and procedures where appropriate (example: Exit management process)
- Facilitate discussion when HRBP's find issue; propose solutions; refine internal processes



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- Maintain/enhance team effectiveness with consistent application of forms/templates, etc....reducing repetitive practices where possible.
- Ensure forms are maintained by HR Administrator including but not limited to the Personnel Action form (PAF), New Hire Checklist, Term & Transfer Checklist, Hiring Application, etc.
- Brainstorm with HR Department for team building ideas, etc.

COMMITTEES – Philanthropy, Wellness, Activity

- Staff committees at the beginning of each year
- Communicate budgets and ensure members stay on budget through the year
- Lead committee kick-off meetings and be a resource for committee support throughout the year

Key HR Team Interdependencies

- Manager, Total Rewards & Payroll
- HR Generalist, Total Rewards & Projects
- Dallas HR Business Partners

Qualifications and Education Requirements

- 7-10 years of broad-based HR experience with progressive HRBP experience providing advice, counsel and coaching to senior leaders with the ability to influence and champion effective leadership and change, developing strong business partnerships to support achievement of business objectives within assigned business groups
- Bachelor's degree in Human Resource Administration, Business Administration, Organizational Psychology or related field from 4-year accredited university required
- Master's degree in Business Administration or Human Resources preferred
- Professional certification by the Society for Human Resources Management preferred
- Oil and Gas experience preferred
- Skilled with computer applications such as Microsoft PowerPoint, Word, Excel and Outlook
- Proficiency with Oracle HRIS application preferred
- Original, creative thinker with the ability to formulate and express a contrarian viewpoint
- Able to work in a fast-paced, matrixed environment

Attributes

- Must have strong work ethic, and a reputation for the highest degree of integrity and mature business judgment.
- Strong ability to collaboratively engage with leaders to create, identify, and implement solutions to further the effectiveness of the business.
- Has strong ability to generate ideas; show creativity and provide solutions.



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- Has little need for close management supervision and direction and is comfortable and effective in an informal operating environment.
- Must be able to work with diverse employees, partners and governments from all parts of the world.
- Must have exceptional productivity skills. Can be relied on to get the job done accurately and on time.
- Ability to professionally maintain composure and effectiveness under pressure and changing conditions.
- Ability to learn new duties and adjust to new situations encountered on the job within a reasonable amount of time.
- Ability to negotiate conflict and lead conflict resolution while maintaining strong working relationships at all levels of an organization.
- Uses outstanding verbal and communication skills, with poise and confidence to interact with all levels of management.
- Motivated self-starter, confident, and able to navigate and lead through change.
- Ability to management high volumes of work, execute timely with strong work quality and accuracy.
- Strong understanding of HR processes and procedures and ability to continually improve processes and procedures, ensuring they are fit for purpose for the organization.
- Strong team player, internally with HR team and with the business.
- Strong ability to provide options and influence organizational direction.
- Develops, Plans and Initiates - involves the right people to develop plans, establish clear goals and accountabilities; develops realistic action steps, identifies potential problems and solutions.
- Ability to effectively work within an ambiguous work environment while exhibiting adaptability and flexibility in response to business priorities and initiatives.
- Strong ability to shift priorities with rapid change.
- Ability to recover quickly from setbacks and progress forward with new or alternative solutions.
- Works collaboratively and willingly shares information; facilitates discussion and resolution of different viewpoints and promotes teamwork.
- Builds trusting and collaborative relationships with business leaders and HR team.
- Excellent interpersonal and communication skills required.
- Proven ability to prioritize and multi-task.
- Must enjoy entrepreneurial environment that often requires developing process or procedure. Must be an energetic self-starter with a passion for their work. An engaged, "hands on" team player.
- Ability to handle and protect sensitive information in a confidential and professional manner.
- Ability to handle multiple tasks and to coordinate efforts with other departments as required.
- Advanced problem solving, time management, and decision-making skills required.
- Advanced written and verbal communication skills, with the ability to partner effectively with all levels of staff
- Proven ability to drive the strategic plan forward and meet established goals and deadlines.
- Proven ability to lead supported groups to meet goals and objectives.
- Strong business acumen combined with interpersonal and leadership skills



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Physical Requirements and Working Conditions

Must possess mobility to work in a standard office setting and to use standard office equipment (computer, printer, copier, etc.) stamina to maintain attention to detail despite interruptions, strength to lift and carry files weighing up to 25 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in person and over the telephone

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	