



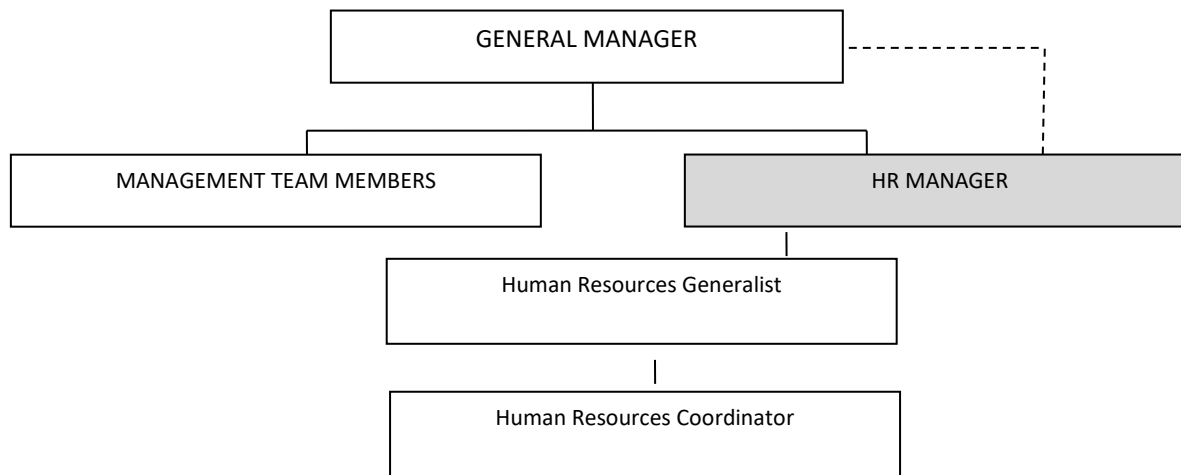
Job Family: HR
Hay Level: N12

JOB TITLE	ORGANIZATIONAL CONTEXT	DATE/STATUS
Human Resources Manager	Reports To: General Manager Direct Reports: HR Generalist	DATE: 17/12/18 Status: Draft
PURPOSE OF THE JOB		
<p>The HR Manager works as a Business Partner to develop and execute local Human Resources strategies, policies and practices in line with Corporate Nutreco HR strategies, policies and guidelines to offer added value to the business and build the engagement and development of people.</p> <p>The HR Manager leads organizational development and strengthens business culture through the implementation of the training and development strategy, developing employee capabilities and engagement, continuous improvement projects and activities, and improving whole of business management systems. The position ensures alignment of all HR systems and strategies with the business strategic plan.</p> <p>The HR Manager is responsible for operational and transactional HR and for keeping the house in order in all HR aspects.</p>		
JOB CONTEXT		

The HR Manager leads, executes and manages HR systems development and improvement across all areas within the business, operating within approved strategic plans, management system standard requirements, and Skretting Values and Vision 2020, so that the business achieves its long term objectives, continually improves at all levels and demonstrates the company values. The position encompasses compliance, operational (transactional) and strategic components requiring a hands-on approach.

This position is also responsible for the overall management of the HSE system and represents the business on the Global HR Team.

The HR Manager formulates the HR strategy, consistent with the business strategy and corporate HR guidelines, which after approval by the General Manager; result in short and (mid) long term plans for organizational and/or cultural change.



KEY ACCOUNTABILITIES

Management Team/Business Leadership

- As part of the business management team, discuss, decide and review strategy, policy deployment, key operational issues, and implement coordinated leadership and management.
- Proactively advises management in decisions with substantial human resources consequences.
- Provides HR analyses to support management decisions.
- Builds awareness in decision making minimizing organizational and personnel risks.
- Consults and coaches operational/functional managers on organizational change management, employee issues and sustainability.

HR Systems & Process Development

- Leads the development of long term organizational and HR strategy/planning.
- Leads major HR change initiatives and participates in implementing change management processes in the business.
- Engages with global resources and the management team to implement new systems/processes related to attraction/recruitment, onboarding/off boarding, performance management, remuneration, talent and workforce planning.
- Embeds HR annual processes and maintains high level development and improvement of the system
- Monitors and plans for organizational depth and succession coverage.
- Manages the data required in the various systems and tools.

Transactional HR

- Responsible for all operational and transactional HR, including payroll, benefit administration, on- and off boarding, data management.

Training and Development

- Leads and develops L&D systems and processes in accordance with business needs and global requirements.
- Supports General Manager and the management team in building awareness about E&C and in carrying out training as rolled out by the group.
- Builds organizational capability to meet business growth and succession needs within the annual training budget, workforce planning model and long term plans.

Recruitment and Selection

- Leads the implementation and continual improvement of systems and processes for attraction, recruitment, induction (onboarding), probation and performance development.

Employee Engagement and Culture

- Leads the employee engagement and culture strategy.
- Implements organizational and cultural change plans in order to bring the business organization to higher professional standards.
- Coordinates all business initiatives and corporate roll-outs.

- Acts as a change manager.

(HSE) Health & Safety, Environment Systems Development

- Leads the continual improvement of the Health, Safety & Environment systems by ensuring visibility, compliance and certification.
- Reports on key HSE aspects and ensure compliance with company and regulatory standards.

Budget Control

- Controls the budget of the department, take corrective actions when necessary, and ensure adequate reporting, within corporate guidelines, to ensure that the business delivers its budget and meets KPI objectives.
- Manages cost of all HR services provided to business within the set and agreed cost budgets.

People Management & Development

- Support the business management team in actively developing the organization and the people capabilities in accordance with the established business delivery- and development agenda.
- Facilitates and manages the Talent & Succession development process with regular follow ups in accordance with global policy and best practice.
- Actively support line managers in strengthening people development.

Global HR Team

- Participates in global teams and exchanges best practice learning between operating companies (international travel likely as is some scheduled out of hours video conference calls with the European parent company).
- Monitors developments in HR discipline/working field and proposes policy changes to the Division Director Human Resources.

KEY PERFORMANCE INDICATORS

- Employee satisfaction
- Turnover & Illness figures
- Quality of management information
- Divisional HR blue print integration
- Implementation of, and adherence to, an annual HR strategy/plan
- Documented business wide Training & Development systems, strategies and plans
- Individual training and development plans, competency gap analysis, whole of business planning systems and training outcomes
- Health Check of the organization (Culture Survey and Health Check Matrix)
- Succession coverage
- HSE System visibility, status, certification and operation

QUALIFICATIONS AND EXPERIENCE

- Degree in Strategic HR, Organizational Development or related HR function
- 8+ years' experience in HR Manager role (strategic HR development/coaching experience is desirable)
- Organizational design and HR Business Partnering Competencies
- High level of business acumen
- Extensive experience in learning and development delivery and support
- Very strong communication and presentation skills
- Experience working in an industrial environment (Desirable)

SELECTION CRITERIA**Partner of the company, advocate for the business**

Demonstrated ability to formulate highly successful HR strategies based on the specialized nature of the business, understanding of revenue streams, sales/customer profiles, organizational structure and strategic goals.

Empathy and social skills

High level interpersonal skills demonstrated through working successfully with all people at all levels within an organization. Extremely high level of self-awareness and management with an understanding of the strengths and limitations of own and others' personalities.

Being proactive and taking the initiative

Ability to move beyond supporting the business to taking direct responsibility for the revenue/profit and development of the company in the marketplace, taking the initiative to anticipate events rather than only respond to them. Willing and able to perform effectively and efficiently at all levels of the role (Compliance, Operational (transactional) and Strategic).

Innovative thinking

Ability to generate and evaluate new ideas and solutions by thinking outside the box and working creatively to deliver results.

House in order

Demonstrates ability to develop and manage HR and HSE systems, structures and processes in accordance with policies and requirements.

Ethics and confidentiality

Demonstrated ability to build and maintain trust whilst ensuring relationships in the business are transparent, fair and relaxed.
Demonstrated ability to lead and contribute to creating a positive and constructive working environment maintaining our status of Employer of Choice.