

People & Culture Manager

Vacancy - Terms of Reference

A. Job description

JOB TITLE: People and Culture Manager

PURPOSE: The People and Culture Manager is responsible for providing direction, for implementing the Human Resources management framework and for promoting a positive work environment founded on organisational core values and ethics in accordance with LifeWatch ERIC's organisational objectives, culture, equality principles, and best management practices.

Under the direct supervision of the Chief Financial Officer, the Manager is responsible for developing and implementing a collegial team environment and a safe, equitable culture across an organisation active in 8 countries with 60 direct employees and many collaboration agreements, ensuring staff life cycle processes comply with applicable national labour laws and regulation. Finally, the People and Culture manager will develop organisational policies that promotes wellness and the opportunity for professional growth and achievement of all staff.

LOCATION: LifeWatch ERIC Statutory Seat Office (SSO), Seville, Spain

POSITION: Full-time, permanent with a 3-month probation period

B. Main responsibilities

Your main focus will be to provide HR administrative support for employee lifecycle activities and contributing with key strategic management initiatives. Specifically:

1. Ensure people policies, procedures, and practices are in full compliance with applicable laws and regulations for all staff, including changes, data privacy, and best practices relevant to LifeWatch ERIC.
2. Ensure staff life cycle processes of recruiting, contracting, on/off-boarding, development and performance management, staff relations, timekeeping and payroll, benefits management are executed accurately and effectively.
3. Support admin managers within the Common Facilities and advise them on the various HR processes and issues.
4. Deliver the day-to-day HR activities including onboarding, contracting and other documentation involved in setting up new staff.
5. Ensuring all employee records are maintained accurately and in a timely manner, and confidentiality is protected where required.
6. Maintain, update and improve Workplace Health and Safety (WHS) policies and practices to ensure compliance with relevant legislation and regulations and manage compensation claims.
7. Development of new policies and procedures as well as reviewing and maintaining existing policies and procedures on a scheduled and *ad hoc* basis.
8. Support the development and scheduling of a learning and development programme to build employee capabilities in specific competencies.
9. Preparation, analysis and reporting of People and Culture metrics.
10. Develop and support culture and workplace activities, such as internal communications, staff engagement surveys, staff meetings and cultural initiatives.

11. Support key strategic initiatives including a new Gender Equality Plan and Work-Life Balance Policy.

C. The ideal candidate should meet the following requirements

Technical skills:

1. Tertiary qualifications and/or Certificate IV in Human Resource Management or a related field (or equivalent demonstrated experience).
2. At least 8 years of experience supporting people and culture work, including recruitment, onboarding, cultural and engagement activities, legal compliance, OH&S and beyond.
3. Human Resources generalist and jack-of-all trades. Quick learner and with the ability to travel when needed to get the job done.
4. Excellent communication skills, whether that be verbal or written, and knowledge on how to change communication style depending on the audience.
5. Ability to create useful resources that help people in their day-to-day work, from a how-to guide for interviews to spreadsheets to track performance reviews.
6. An understanding of people and how to create environments where they can be their best.
7. Excellent organisation, project and time management skills.
8. Ability to work autonomously and as a supportive team player, to take a task and run it, but also look to contribute to the team (and celebrate achievements).

Personal skills:

1. Dependability with a strong work ethic;

2. Capacity to focus on details and ability to produce clear and accurate output under time constraints;
3. Flexibility, creativity, resourcefulness and judgement in interpreting policies and applying procedures to suit new or different circumstances;
4. Ability to work under pressure;
5. Excellent organisational skills;
6. Ability and willingness to occasionally deal with general administrative tasks;
7. Excellent communication skills with a positive energy and ability to function in an international environment.

D. The vacancy is subject to the following procedure

A short covering letter and Curriculum Vitae (EUROPASS format and annexes, 4 pages at the most) shall be submitted to the Chief Financial Officer at cfo@lifewatch.eu with a copy to hiring@lifewatch.eu until 5 December 2022 EOB. Please write "People and Culture Manager" as the email subject;

- The selection process will follow the Employment Policy of LifeWatch ERIC;
- A competitive salary, based on the qualifications and experience of the candidate, will be offered;
- Employment will be in Spain, will follow the Spanish employment law and be subjected to 180-day trial period;
- The work place for this position is LifeWatch ERIC Statutory Seat office in Seville (Spain);
- The successful candidate is expected to start work as soon as possible.

LifeWatch ERIC is an equal opportunity employer, and encourages all qualified candidates to apply, regardless of race, gender, age, national origin, or sexual orientation.