



# Example of Head, HR Job Description

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Our company is looking to fill the role of head, HR. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for head, HR

- Work closely with the global HR community and Subject Matter Experts to ensure alignment across HR functional areas
- Lead and drive positive organisational change, looking at job evaluation cross the business including team expectations and deliverables
- Managing the HR team, including management of 1 HR Manager and 3 Advisors
- Build and maintain solid working relationships throughout the wider business
- Management of the HR budget
- Maintaining external relationships with relevant HR business professionals whilst keeping up to date with best practise
- Reporting to the Head of Human Resources, the incumbent will lead the talent acquisition team in the planning and execution of end to end recruitment process of positions at vice president and below rank for all Business Units and Support Units
- Lead, manage, develop and coach and motivate a team of talent acquisition professionals in providing quality and all-rounded HR recruitment solutions
- Act as a proactive business partner to Business HR and line managers in developing effective sourcing strategies and solutions, and ensuring effective and efficient execution of talent acquisition activities
- Develop effective and innovative campus and branding strategies in delivering various programmes so as to build the talents pipeline and enhance the bank's branding as Employer of Choice

## Qualifications for head, HR

- Global subject matter expert (GSME) for Time & Attendance and HR Administration (including off boarding and data administration), Set the appropriate policies and guidelines, advise HR, Line managers and employees in the implementation, define “best in class” processes (including metrics and monthly dashboards) and implement these processes in the organization and Workday as part of HR Next Program
- Review, implement and maintain (global) HR policies in the EMEA region, ensure the Bank is compliant from a HR legal and regulatory perspective and support regional leadership in handling new developments and issues in these areas
- Support HR and the business in managing people and HR risks in EMEA by identifying, reporting, preventing and mitigating these risks
- Ability to work collaboratively and develop strong working partnerships with business managers and HR colleagues
- Minimum 10 years experience in HR&Admin area including 4-5 years people leader/management experience, preferably in a MNC environment
- Strong HR experience in Banking or financial services strongly preferred