



# Example of Head, HR Job Description

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Our company is growing rapidly and is looking for a head, HR. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for head, HR

- Lead HR risk assessments, SOX reviews and Business Continuity related assessments representing HR and involving key stakeholders and approvers as required Prepare and manage HR Executive Leadership Meetings (HRELT), Global HR Leadership Meetings, HR Town halls and HR Awards
- Drive HRELT and HR Leadership Meetings and ensure strategic issues are discussed and reviewed
- Design and project manage the Global HR Leadership Meeting in collaboration with the HRELT and other project members
- Co-lead together with Communications the HR Awards cycle including managing nomination process of annual HR Awards, leading HR Awards Jury and facilitating decision process on final winners with HRELT
- Organize and drive HR meetings such as HRELT lunches with HR Talents or other meetings Take part or contribute to key strategic projects
- Participate / actively contribute to critical projects that help drive and implement the HR Strategy
- Coordinate the communication process to country Works Council and the Novartis Euro forum as required
- Accountable for the interpretation of the Business Unit/Function business strategy and the implementation of HR activity that contributes to future profitability in their segment
- Measurably contribute to the leadership, growth and profitability of the Domain/Function through effective development and delivery of the Domain/Function people strategy

short-term objectives of the business

## Qualifications for head, HR

- Advanced expertise in areas of HR Operations
- Work in close collaboration with the Senior Leadership to design and drive through the People plan
- Design reward programmes to fuel high performance
- Demonstrable experience operating at a senior level within a reputable Professional Services firm - Legal preferred
- Experience in a generalist HR Director/Head of HR role
- Business Transformation and Change Management experience