



Example of Head, HR Job Description

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Our company 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

- Day to day leadership of the HR Coordinators within the HR Admin team including but not limited to planning and distribution of tasks, performance management, career development
- HR focal point for the HR policies and the employee handbook
- Answering general employee queries which are escalated from the HR Coordinators
- Handle HR analytic reports
- Handle HR systems and operations
- Lead on the people and customer agenda across the functions you lead within HR shared services which provides services for approximately 50,000 employees element of Global administration
- Manage future talent pool creation
- Support business in strategical human resources topics
- Participate actively in business development and organizational development
- Ensure that business will have the right competences and people in place to meet the business needs now and going forward

Qualifications for head, HR

- A proven ability to implement solutions to develop talent
- A successful record of managing change in a complex organisation
- Degree in Business Administration or equivalent work experience in the HR field
- Minimum 8 - 10 years of HR generalist experience in a manufacturing

- Advanced degree and/or specialization in HR desirable
- 8-12 years of generalist HR management experience in a large multinational organization
- Proven competence in organizational diagnostics and managing organization change across regions / countries in commercial organizations and global Franchises