



Example of HR Head Job Description

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

Responsibilities for HR head

- Minimum 5 years HR/Project Management experience (Prince 2 qualification preferable)
- Experience in delivering projects end to end
- Solid change, communications and marketing experience
- Advanced Microsoft Office XP (Word, Excel, PowerPoint) skills
- Strong data analytics capability and experience developing data driven business cases
- Strong commercial acumen including experience working and influencing business leaders
- Experience in fast paced, dynamic environment with the ability to juggle multiple priorities and stakeholders at one time
- Contribute to the formulation and implementation of HR related strategies
- Pro-actively prepare and develop presentations delivered by the HR Head for internal or external meetings, including the Executive Committee of Novartis (ECN), Board of Directors, Novartis Euro forum
- Prepare the monthly HR Balanced Scorecard for the ECN and track HR KPIs

Qualifications for HR head

- Lead a large established HR team
- Experience in manufacturing or engineering preferred to match culture
- IT, tech, computer, software industry experience
- Create framework of new leadership, appraisal, evaluation plans

