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|  Job Title: HR Advisor – EU & Emerging Markets | Reporting to: Head HR Europe & Emerging Markets |
| Revision Date: August 2019 | Department: HR | Location: HO – Hemel Hempstead |
| Signed: (manager)Date: | Signed: (employee) Date: |

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| **ROLE PURPOSE** |
| Reporting to the Head of HR Europe & Emerging Markets, the HR Advisor will carry out the day to day HR activities and administration for the countries of responsibility. The HRA will assist with implementing and harmonising global and local HR policies and processes, as well as partnering with local managers on HR activities and driving local HR processes and initiatives across their countries of responsibility. The Advisor will also be involved with supporting global projects and supporting with local projects on an ad-hoc basis.The HRA will assist the business in leading, training, motivating, developing and empowering employees in accordance with EUSA’s values, policies and procedures.  |

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| **ROLE REQUIREMENTS** |
| **Key Accountabilities** | **Key Activities / Decision Areas** |
| **EU & Country Administration** | * Ensure the HR system is up to date and accurate for all employees within countries of responsibility, including contract details, salary, holidays and sickness and ensure that employees are trained on the use of the system.
* Provide required letters and documentation in line with the employee lifecycle (i.e. contracts, probation, sickness, changes to terms and conditions, termination) and updating the payroll tracker.
* Facilitate development, communication and implementation of local policies.
* Manage the leaver process ensuring return of equipment in conjunction with line manager, database updated, payroll informed and appropriate documentation completed.
* Support managers through the annual appraisal process, target setting and interim reviews ensuring the HR system is updated within set timelines. In addition, to undertake training of managers and employees in this process.
* To support managers with the implementation of Individual Development Plans for all employees within region and to advise on training requirements.
* To co-ordinate the invoices process for all HR invoices, in line with our company procedure.
* To assist with financial and ad-hoc audit requests for information in line with GDPR.
* Ensure compliance with health and safety regulations.
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| **On-boarding** | * Prepare the new UK employee contracts and ensure that all necessary new starter paperwork is being obtained.
* Manage the administration for the new starter process, including adding employees to systems, notifying departments engaging with third party suppliers as required and arranging inductions.
* Oversee and ensure continuous improvement for the employee on-boarding process that ensures engagement of the new employee and that meets technical and compliance requirements.
* Administer and manage the Training Booklets for new starters in accordance with our regulatory obligations.
* Liaise with managers on completing training booklets for new starters and employees changing roles and ensure that training booklets are submitted in conformity with the SOP timelines.
* Ensure that booklets are logged and necessary audits are completed in conjunction with the Quality department.
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| **Employee Relations** | * To advise, guide and support managers with all matters relating to employee relations
* Effective case management of people related issues such as: disciplinaries, performance management, employment tribunals, grievance and absence management
* Developing effective relationships with the business to promote good employee relations across the organisation
* Monitoring trends in employment practices and advising on appropriate proactive action
* Providing advice and guidance on disciplinary and welfare cases, capability, grievance, and coaching managers where appropriate.
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| **Recruitment Process** | * To support the management team in the growth of the affiliates, providing support and guidance on the recruitment process.
* In conjunction with the Talent Acquisition Manager, establish and assist in the recruitment process in line with company strategy and recruitment policy, obtaining appropriate approvals in conjunction with the HRD.
* Participate in the competency-based recruitment of new employees when required, ensuring culture fit whilst encouraging diversity of backgrounds and experiences.
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| **Providing reports to the business** | * Provide analysis of employee absence and address issue areas as appropriate.
* To provide necessary reports to the Finance team as requested.
* Assist the senior management team and global finance team with monitoring of employee related costs.
* Ensuring that local & Regional Organizational Charts are updated on regular basis.
* Support in any KPIs/analytics/monthly reports.
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| **Projects** | * Act as an ‘Communications Ambassador’ role model. Encourage participation in Company initiatives, work with other ‘Communication Ambassadors’ in the business to ensure consistent Company messages. Collate ideas and establish action plans to promote effective communication in the workplace.
* Support where required in Employee Engagement initiatives and assist with the annual and bi-annual survey process.
* Support and review the development of local Company policies in accordance with new legislation to build the Company as an industry employer of choice.
* Participate in Ad hoc projects as required by the HR Department or other members of the EUSA Leadership Team.
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| **Reward and Recognition** | * Support Global HR on the yearly Compensation Review process (timelines/assistance to countries/data consolidation).
* In conjunction with the Head of HR – EU and Emerging Markets, to assist with the payroll processing, engaging with third-party payroll suppliers, ensuring employees are paid correctly and on time, that bonus information is communicated and recorded and that employee queries are answered promptly.
* Manage local benefit provision including but not limited to healthcare, insurances, lease cars, pensions and other employee related benefits. To manage the relationship with benefit suppliers, negotiating best rates and coverage and keeping suppliers updated on changes within the business.
* Regularly benchmark reward and benefits for the countries of responsibility, ensuring that EUSA remains competitive within the oncology and rare disease space.
* Embed a culture of recognition in the affiliates, promoting the company’s Value in Practice awards and encouraging regular feedback.
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| **Values and Competencies** |
| Deliver | * Fulfil commitments on time and in full.
* Exceed the expectations of our internal and external customers.
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| Adapt | * Provide solutions to overcome challenges.
* Take opportunities and make quick but measured decisions, seeking the input of others where necessary.
* Staying flexible as the organisation develops.
* Taking responsibility for tasks which may not be core to the job description.
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| Ambitious | * Striving to be the best, taking own initiative to create opportunities for learning and developing.
* Working together with colleagues to contribute to the company’s success.
* Approaching the role with commitment, passion and a can-do attitude.
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| Respect | * Treating others as they would expect to be treated.
* Being honest, open and transparent in a constructive and sensitive way.
* Listening and considering all opinions and respecting differences.
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| Care | * Take responsibility for ensuring own work / life balance.
* Putting the customer and patients at the heart of everything you do.
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| Relating & Networking | * Establishes good relationships with people internally and externally.
* Builds wide and effective networks of contacts inside and outside the organisation.
* Relates well to people at all levels.
* Manages conflict.
* Uses humour appropriately to enhance relationships with others.
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| Persuading & Influencing | * Make a strong personal impression on others.
* Gain clear agreement and commitment from others by persuading, convincing and negotiating.
* Promote ideas on behalf of self or others.
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| Planning & Organising | * Manages time effectively.
* Sets clearly defined objectives.
* Plans activities and project well in advance and takes account of possible changing circumstances.
* Identifies and organises resources needed to accomplish tasks.
* Monitors performance against deadlines.
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| Coping with pressure & setbacks | * Works productively in a pressurised environment.
* Keeps emotions under control during difficult situations.
* Balances the demands of a work life and a personal life.
* Maintains a positive outlook at work.
* Handles criticism well and learns from it.
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| **ROLE DIMENSIONS** |

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| **Quality Systems Requirements** |
| * Maintain an understanding of EUSA Pharma working practices and SOPs and relevant country codes and ensuring these standards are met across the organisation.
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| **Technical / Professional Expertise** |
| * Educated to degree level or equivalent HR Qualification.
* Ideally CIPD qualified (or local equivalent).
* HR International experience in similar field (HR administration & C&B) preferred.
* Previous experience in a Pharmaceutical company preferred.
* Ability to work autonomously.
* Experience of HRIS Systems.
* Good knowledge of Microsoft Office – Outlook, Word, PowerPoint, Excel.
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| **Personal Specification**  |
| * Excellent attention to detail and accuracy.
* Good project Management skills.
* Excellent communication skills.
* Fluent in English language.
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NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the on-going needs of the organisation.