

JOB PROFILE	
Department	Talents & Performance
Function	Project Manager – Human Resources

The European Committee for Standardization (CEN) and the European Committee for Electrotechnical Standardization (CENELEC) are looking for a Human Resources Project Manager to reinforce the Talents & Performance team.

This position will report directly to Head of Department Talents & Performance, and collaborate closely with a senior colleague, forming a two-person team.

This job requires:

- the understanding of HR best practices;
- the ability to handle confidential information with discretion;
- a high capability for prioritization and flexibility, hence adapting to urgencies;
- to be detail-oriented, with robust organizational skills as well as excellent problem-solving and communication skills;
- to possess resilience and a composed demeanour.

A typical week for this Human Resources Project Manager encompasses a variety of **responsibilities** carried out in close collaboration with the HR team and which are summarized hereafter:

Planning Manpower

- a. Ensure comprehensive, coherent, and fair support and guidance to employees regarding personal-related inquiries and/or concerns.
- b. Support the recruitment process - this includes developing and weighing job descriptions and profiles specifications, liaising with line/senior management and recruitment agencies for preparing job adverts, checking applications' details, shortlisting, planning interviews and finalizing the candidates' selection.
- c. Contribute to the development of policies and procedures related to the organization's employment framework (working conditions, performance management, equal opportunities, absences management and grievance/disciplinary procedures) and work closely with line managers and employees to understand and implement them.
- d. Maintain and update the Human Resources Information System (HRIS), this includes ensuring accuracy and integrity of employees' data, implementing HRIS enhancements, etc.

- e. Provide relevant HR analytics to line/senior management, this includes analysing historical data, designing and running (pulse) surveys, detecting trends and their causes, underpinning proposal or scenario with data analysis and generating reports to support informed decisions-making.
- f. Support the Head of Department regarding health and safety matters, in full collaboration with Facilities and the internal and external Safety Advisors (initiatives on wellbeing, safe and healthy work environment, etc).

Growing Talents

- a. Based on the top management agreed priorities for addressing learning and transformational leadership needs, develop proposals for comprehensive and engaging training programs (including partnering with external vendors, consultants, and trainers to deliver specialized training when relevant).
- b. Conduct regular evaluations and assessments to measure the effectiveness of training initiatives and make proposals to the Head of Department for improvements.
- c. Plan, and sometimes deliver training (including preparation of supporting material), such as onboarding sessions for newcomers, topical staff information sessions, etc.
- d. Maintain the reference framework for the organizational design: e.g. by updating job descriptions and related competencies for all positions; by preparing the workflows for quarterly and yearly employees' reviews; by monitoring related KPIs, HR analytics and trends.
- e. Stay up to date with HR-related professional and technical knowledge to drive continuous improvement: by attending educational workshops; review professional publications; establish personal networks; participate in professional societies.

Managing Compensation & Benefits

- a. Administer employee compensation programs, including base pay, holiday pay, end-year so-called 13th month and performance-based collective bonus; whilst maintaining up to date and accurate employee records in full confidentiality and partnering with the Finance team to support the pay period accounting monitoring.
- b. Administer employee benefits programs, including health insurance and retirement plans.
- c. Ensure compliance with legal requirements and regulations related to compensation and benefits.

Other Responsibilities

- a. Bring potential issues to the attention of the Head of Department.
- b. Maintain up to date information flow and knowledge on organizational activities and ongoing projects.
- c. Support the update of the Quality Management System for the relevant documentation (procedures, user manuals, forms, etc).
- d. Be actively involved in the development of improvement schemes to increase efficiency and effectiveness.

This is the perfect job for you if you:

- 1) feel inspired by contributing to maintain a **positive and productive** work environment;
- 2) understand the importance of '**colouring within the lines**', enforcing legal requirements and regulations;
- 3) **enjoy juggling** with deadlines, priorities and are able to adapt to a wide range of tasks;
- 4) are **compassionate** and believe in the power of **interpersonal dynamics** to drive positive change;
- 5) are determined to make a positive impact **enhancing the knowledge, skills, and capabilities** of our staff;
- 6) appreciate collaborating within a multicultural group, **building a strong and diverse workforce**.

Profile

- Bachelor or Master's degree in Human Resources, Business Administration or related field; with knowledge of HR processes and best practices.
- Sound ethics, with the ability to maintain confidentiality and to handle sensitive information professionally.
- Exceptional attention to detail combined with accuracy.
- Robust organizational skills: managing multiple tasks, meeting deadlines by prioritization and being flexible.
- Strong analytical and problem-solving skills.
- Excellent communication and interpersonal skills, with the capacity to build relationships and collaborate with stakeholders at all levels.
- Ability to combine working independently and in a team environment.
- English native level (spoken and written), plus French and/or Dutch.

Offer

- a permanent Belgian contract supporting two organizations that truly mean an added value to European stakeholders;

- the chance to work within a multicultural environment in a modern and comfortable working space enabling employees to feel at home while having moments to concentrate in coworking spaces or quiet rooms and chat on the spacious and leafy terrace or in the homey break room area while enjoying a free bowl of healthy cereals;
- to cooperate with responsible and accountable colleagues, who are open to changes, able to get /share information and willing to take decisions;
- an opportunity to develop your skills in an international environment at the heart of Brussels;
- an attractive and competitive salary package with numerous extra-legal benefits;
- a balanced office and homeworking schedule.

To apply:

Send your application to apply@cencenelec.eu by **2024-04-19 18:00**.