



HR MANAGER

JOB PURPOSE:

The primary responsibility is to support the management team and its individual managers on HR related issues that drive business performance and participate in delivering VCE Italia goals. The HR Manager drives HR performance and participates in the execution of the business plan by defining cross-functional relationships and driving the organization's HR requirements. This role will identify new opportunities in support of mutual HR business objectives, and develop strategies and tactics in support of the HR business plan. The role is also in charge of Internal communication, General Affairs and Health&Safety

CLOSEST SUPERIOR: MANAGING DIRECTOR

ROLE DESCRIPTION / KEY RESPONSIBILITIES

- Provide support as a strategic business partner, change agent and member of the Management Team
- Provide proactive leadership and creative insights to clarify and resolve complex business issues critical to HR's success
- Strategic management support: ensure that HR strategy and activities are aligned with and ensure the delivery of business goals.
- Develop an understanding of business objectives and practices; to provide effective coaching and consultation within the organization
- Ensure the effective implementation of HR policies, methodologies and guidelines within the organization
- Ensure that the organization complies with applicable Volvo Group policies
- Translate business strategy and objectives into goals, plans and tactics that are aligned with business imperatives, while assuring compatibility with organizational values, ethics and policies
- Proactively build and promote strong employee trust and open communication between all levels through the use of Volvo's Code of Conduct
- A sense of urgency to drive results and understand the talent acquisition and enable an environment of shared responsibility
- Build relationships at all levels within the organization to effectively maximize employee involvement in driving change
- Promote Inclusive leadership within the organisation
- Secure that Competence plans are produced and that Strategic Competencies are identified
- Ensure that competence development activities are identified and carried out within the organization close competence gaps
- Drive Leader sourcing within the organisation with focus on ensuring succession planning and leader development
- Ensure organization's compliance with the Global Recruitment policy
- Support and secure flexibility requirements; support managers in writing job profiles and job postings
- Support managers in working with employee engagement to secure an attractive workplace and facilitate VGAS/ Pulse set-up, execution and workshops
- Provide guidelines for compensation planning, salary review and individual salary setting
- Fully responsible for applying Local Labor laws and legislation in the organisation
- Utilize thorough knowledge of current applicable regional labor laws, employment laws (recruitment and selection/ compensation/benefits) and experience in coaching managers through complex employee relations situations
- Demonstrate the ability to build a best-in-class team and exhibit strong problem-solving and organizational abilities
- Coordinate with key HR personnel in the Service Delivery Model (SDM) to ensure effective joint delivery of HR services to the organization
- Drive operational excellence through the further development and continuous improvement of HR processes and tools to meet customer requirements
- Ensure the use of best practice, policies and approaches to enhance the effectiveness of the organisation
- Implement and manage an effective internal communication
- Provide support for Employee Engagement Activities and ensure that Employee Engagement is an integral part of working life
- Monitor performance against agreed KPI's on a regular basis and take corrective action
- Manage and develop the General Affairs function to ensure service delivery quality and precision in line with KPI's, by delivering in a cost effective and timely manner



- Benchmark General Affairs Services to ensure it is leading edge
- Ensure that Health and Safety regulations and company requirements are followed
- Develop, implement and support health and safety programs relevant for the organisation
- Implement and support the Health coach concept in the organization
- Prepare and manage annual budget and business plan of the focus areas

QUALIFICATIONS / EXPERIENCE

- Bachelor's degree in Human Resources, Business Administration, or a related field or equivalent work experience required
- Minimum 5 years HR experience
- Proven track record as a progressive "HR" BP or operations leadership
- Fluency in local and English language required, additional languages a plus
- Additional HR education/training preferred
- Strong organisational, interpersonal and multi-cultural communication skills
- Demonstrated expertise in designing, implementing, and leading best-practice change management tools and processes along with best-in-class communications mechanisms and programs to support the business strategy
- Solid negotiation skills with the ability to represent the company's interest in a variety of business dealings, negotiate and drive best outcomes for Volvo
- Experience in Organisational Development and Business Cycle Management (i.e. Workforce Planning/Strategic Planning)
- Our HR culture requires an assertive and dynamic individual who is proactive in communications and able to develop effective relationships at all levels within the company
- Solid analytical skills and demonstrated ability to solve problems quickly and creatively
- High energy level, comfortable performing multifaceted initiatives in conjunction with day-to-day activities with minimum supervision
- Ability to develop high levels of credibility and forge solid and positive professional relationships with all levels of the organisation through the use of tact, diplomacy and discretion.
- Ability to work successfully in a global matrix organisation
- Experience of coaching and facilitation
- Business Understanding and Acumen
- Health and Safety Regulations
- Positive and Inspiring Leader
- Brand ambassador

We invite potential candidates to apply by emailing to hritalia@volvo.com with Ref. "VCE- HR".

The candidate is asked to expressly authorize the treatment of personal data (L. 196/2003).

Fulfilling profiles will be contacted within 30 days.

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