

# NUTRICIA

## Job Description

<b>Job Title:</b>	<b>HR Manager, Nutricia Clinical Nutrition</b>
<b>Location:</b>	Based at Trowbridge (UK Head office) with regular UK travel
<b>Reporting to:</b>	HR Director - UK, Ireland, Nordics, and the USA (with strong dotted line to Niall Bowen, VP/MD Clinical )

### **Main purpose of the role and HR in the business:**

This is a highly visible role providing an operational and tactical HR resource to meet the needs and objectives of the Clinical Nutrition Division in the UK. The Division has just over 300 UK employees, 50% of whom are based at Trowbridge, the remainder based regionally as home-workers, peripatetic or hospital-based employees. Some of these employees are part of the 'Homeward' division which manages patients in their homes and in nursing homes. This role provides a high level of service, integrity, advice and guidance to Senior Management and their teams for all Human Resource related matters.

### **The primary objectives of the HR function in Nutricia are as follows:**

- To develop robust human resource practices that allow the business to respond to a changing global market
- To align the culture to the continual evolution of the business through effective change management and communication practices
- To evaluate and challenge structures, processes and practices
- To identify human resource practices and opportunities that provide the organisation with an edge
- To apply commercial, practical solutions/options that are efficient, and cost effective
- To provide managers with coaching and tools to effectively manage their people

### **Key accountabilities:**

To provide a professional 'best practice' cost-effective approach to Human Resources Management aligned to a changing business environment

To operate as credible HR Business partner integrated into the Divisional Management Team

Consult with key stakeholders and counterparts to develop and agree Divisional people strategies that support business strategies

To proactively deliver (with business managers) activities in the areas of:

- Organisational change management
- Recruitment & resourcing
- Employee relations to maintain a positive IR climate
- Employee capability
- Rewards & Compensation
- Policies, Procedures and Processes
- Talent & Performance management

Primarily to act as a coach to the business, offer advice, support, facilitation to Managers to enable them to effectively manage their people resources

To ensure that Nutricia complies with ongoing changes in employment law

To offer a flexible, comprehensive HR administration service through Management of HR Administrator

To participate in Numico and Nutricia projects as appropriate

To actively pursue ongoing personal and professional development

### **Current challenges for the role and the organisation:**

- The mindset of managers in the business still needs to shift from HR doing everything for them to HR coaching them so they can manage their own issues (especially relevant to the Homeward Division)
- Clinical has been very successful in 2005 and the pressure is on for them to do even better in 2006
- There will be increasing influence from Group on Corporate HR Projects (which are being rolled out from Holland) – achieving a balance between corporate and operational objectives will be tough. This is likely to be achieved by HR working as a team and by the HR Director managing the corporate centre's expectations.
- Improving capability and sales force effectiveness will be key issues for Clinical in 2006 and 2007
- Commercial and market pressures mean challenges to the current operating model for Homeward. This is likely to result in structural and portfolio changes with an emphasis on finding long-term solutions.
- Clinical also faces questions around how it can lead/shape the market and increasingly differentiate itself amongst tight competition

### **Person Specification:**

#### **Education and Background**

- CIPD qualified
- Intellectually robust
- Legally up to date
- An HR professional with breadth and depth of experience gained across a variety of sectors and sizes of organisation and should include some significant change work
- Experience of a sales and marketing culture e.g. retail or services
- Able to demonstrate a broad base of generalist HR experience including; performance management, employee relations, talent management, capability, remuneration issues, coaching of managers on all aspects of HRM, change activity etc.

## **Style and Characteristics**

- Cultural fit is key – committed, passionate, ethical, team orientated, able to work closely with logical thinkers/'scientific' personality types who believe strongly in what the division does
- Open minded, down to earth, proactive and bright
- Excellent interpersonal skills with particular emphasis on maintaining relationships whilst managing differences - able to building strong business relationships and influence at a senior level.
- An integrative thinker who recognises the impact of personal style on the culture of the business.
  
- Highly developed commercial skills – able to converse confidently and credibly about business issues to senior management, adept at grasping and analysing financials
- A balanced and rational approach to challenges and tasks
- A results orientated mentality
- Ability to quickly learn about the business and make an immediate impact

## **Terms of Employment**

- Basic Salary c. £40,000 (with some degree of flexibility for the right candidate)
- Flexible Benefits scheme in place from April 2005
- Bonus – new scheme for 2005 –14% on target, maximum 20%
- Company car or allowance of £560/month
- Pension
- BUPA.
- Death in service x 3
- PHI after 1 year of service (up to 66% salary)
- 25 days holiday

## **Interview Process**

The interview process will consist of an initial in-depth competency-style interview with Lindsey Newman at Purple House. She will cover experience, achievements and motivations and will make a culture fit assessment based on the meeting. Short-listed candidates will then attend an interview with the current HR Manager for Clinical and possible another of the Senior Management Team. 2 candidates will be selected for a 2<sup>nd</sup> stage interview with the HR Director which will also involve psychometric testing.