



Vice President of Human Resources

Reports to: SVP, Corporate Counsel

Classification: Exempt

Summary:

Leader and expert in all functional areas of HR, partnering with senior management while providing direct support to employees and managers seeking guidance. Passion for building an HR function that is proactive, strategic, results-oriented, operates with a sense of urgency. Experience in company building commercial operations a plus.

Essential Functions and Job Responsibilities:

- Partner with senior management and managers on all things employee related, including organizational development, workforce planning, recruiting, employee relations, benefits, performance management and coaching, compensation, training and development, team-building, change management, and employee engagement
- Together with senior management, drive a shift in organizational capabilities aligned with mid-to long-term business strategy – experience in company building commercial operations a plus
- Enhance and/or develop, implement and enforce HR policies and procedures for the organization by way of systems that will improve the overall operation and effectiveness of the organization across departments
- Analyze and modify compensation to establish competitive program; prepare compensation materials and proposals for Compensation Committee to review
- Work with General Counsel to develop compensation strategy; prepare managers for salary planning and provide budgeting; communicate results with senior management
- Administer compensation, benefits and performance management systems, and safety programs
- Stay up-to-date on human resources and employment practices with all federal, state and local laws and regulations and best practices; ensure to make timely changes in practices and policies
- Manage and facilitate day-to-day employee relations in partnership with managers through effective communication, coaching and consultation
- Create and maintain an organizational culture that attracts, motivates, and retains a diverse, talented employee to blend skill sets, meet objectives, and provide efficient program execution
- Serve as visible, involved and engaged leader to employees throughout the company
- Lead company growth by working with senior management to analyze organizational needs and establishing effective recruiting strategy
- Identify, prioritize, design and implement HR programs and solutions that support employees and business objectives
- Complete other responsibilities as assigned

Minimum Qualifications:

- Bachelor's degree in related field
- 15+ years of progressively responsible experience in HR management
- Experience in a pharmaceutical, biotech or other life sciences company preferred
- Experience in a company building commercial operations a plus

- Experience in rapidly growing company a plus
- Demonstrated proficiency in core HR disciplines, including recruitment, organization development, compensation, benefits, employee relations, training and development, and employee engagement
- Proven ability to foster, motivate, and influence positive behaviors throughout the organization
- Outstanding communication and listening skills (written, verbal & presentation)
- Business acumen and understanding of ways business strategies affect the workplace and company culture; cross-functional business understanding
- Ability to analyze situations and think critically (including consideration of risk, reward, potential outcomes) based on knowledge, insights, data and determining what is best for the company, and employees on a long-term basis
- Continual learner and ability to stay abreast of external factors (opportunities and threats) affecting the workplace; use research, networking, experience and internal/external data to inform decisions for the company in line with company's strategy, goals, mission and values
- Ability to understand the financial implications and tradeoffs in the business including talent planning and resourcing
- Ability to influence and lead across the company as senior HR person and to develop strong working relationships with a diverse team of senior team members
- Experience successfully managing significant change initiatives that drive business initiatives
- Act with integrity and instill trust as a leader
- Successful development and coaching of individuals and executing through teams; models driving and measuring accountability and providing and receiving feedback; flexibility and ability to effectively leverage strengths of different working styles to drive desired outcomes