

Head of HR Location ContiTech

Your tasks

Head of HR Location assists and advises senior management on HR issues and creates a trust-based partnership with internal customers developing, planning, and executing innovative people strategies.

Main tasks:

- Contributes as a member of the management team, representing HR to business strategy and operational goal setting to reach location/business objectives and expectations.
- Ensures effective delivery of HR Operations and Solutions to line management and senior management by partnering with HR colleagues (Centers of Expertise, Service Centers).
- Localizes global perspectives and globalizes local perspectives in partnership with the others HR stakeholders (Country, BU, Divisions, Corporate).
- Steers and manages Strategic Workforce Planning, HR Planning & Controlling (KPI scorecard, HC structure) and derives appropriate measures (e.g., recruiting, retention, etc.)
- Participates in HR Reviews & Audits and implements required actions
- Steers, consults, and communicates Organizational Changes
- Drives the implementation of Corporate HR Initiatives in the Location (i.e.. Culture development, Diversity)
- Ensures alignment and consistent application of HR processes, policies and resources in areas of responsibility
- Ensures compliance with local employment regulations
- Follows up with labor market trends and develops and implements appropriate HR-related measures accordingly.
- Enables human resources training and development and ensures a strong talent base for the organization
- Represents the organization in the local community (i.e. employee representatives, spokesmen committee, local union, HR-related legal actions)
- Leads own HR organization which includes setting vision, defining strategy, managing budget, allocating resources, creating global networks, etc.
- Appropriately balances responsibility as both a business and employee



Job ID
REF90742V

Field of work
Human Resources

Location
Timișoara

Leadership level
Leading People

Job flexibility
Hybrid Job

Legal Entity
ContiTech Thermopol Romania S.R.L.

advocate

- Ensures the Safety and Health of all employees at the location (Leave it for country adaptation as it depends on the location structure)
- Advises and supports management in effective organizations to meet future challenges of the business
- Implements people-related measures to support roll out of change projects
- Defines and implements HR change projects
- Consults and guides the organization through times of significant changes (e.g. restructuring, fusion) and supports organizational development
- Ensures proper alignment with respective Country/Division Centers of Expertise to apply processes and provide solutions/programs in the different process function clusters (i.e.. Recruiting, Employer Branding, TMOD, Learning & Training, Leadership Architecture, Feedback Landscape, Compensation & Benefits) for a successful local implementation, (monitored with appropriate KPI's, in line with audit requirements)
- Ensures the successful Employer Branding / HR communications and Recruiting activities for the location in the corporation with the CoE/Shared Services applicable
- Ensures organizational effectiveness at the local level by designing and deploying appropriate measures (e.g. talent development, reorganization, new organization build-up)
- Steers Competency Management, Training Design, Training Delivery, Vocational Training Management
- Triggers and supervises the annual Salary review respecting Budget/Legal requirements
- Ensures global consistency in job evaluations and market benchmarking for Executives and Senior Executives in collaboration with BU's & Division HR where applicable
- Seeks for approval of annual executive merit and variable compensation in collaboration with Division HR (re-assign
- Manages collective relationships to Union & Employee Representatives, Labor Relations & Legal, Employee Relations according to Legal requirements
- Ensures compliance with all relevant regulations
- Ensures that the working conditions within the area of responsibility respect the health management regulation and well-being.
- Acts as an ambassador for health and well-being initiatives
- Ensures high quality of processes, data management, and tools under

local responsibility (e.g. use the CBS approach)

- Ensures accuracy of employee data
- Regular evaluations of performance according to defined KPIs
- Reports as required and defined internally and externally
- Performs statutory reporting as required.
- Ensures lean administration of respective processes and policies by using internal or external services
- Collects feedback and contributes actively to process and system improvement
- Develop own HR Organization and Local HR Talents

Your profile

- Academic degree or comparable experience
- Functional HR Knowledge - Employer branding - advanced level
- Functional HR Knowledge - Recruiting & Staffing - advanced level
- Functional HR Knowledge - Compensation & Benefit - advanced level
- Labor Law/ Legal Compliance - advanced level
- Consulting, Moderating and Facilitating Skills - expert level
- Conflict Management and Mediation - expert level
- Organizational Change Management Skills - expert level
- Broad Business Experience (experienced several HR Roles and minimum 2 years experience of: Cross-divisional move or external company experience or international experience or Corporate or SSC experience/ shop floor experience)
- Has several years of working experience in HR
- Project leader experience in strategic HR projects. Has experience managing a budget and costs.
- Has demonstrated tenacity / persistence (successfully managed a change process, turn around, start up, severe organizational conflict etc.). Experience in HR processes (e.g. staffing, organizational development)
- Automotive related industry and trends including cultural and political trends. Local related legal knowledge(e.g. Tax, Labor, Contracts)
- Understanding of relevant organizational structures, various functions and interfaces, culture, internal networks, politics and history within the organization as well as of key processes and tools (e.g. Project and Change Management Tools, etc. That drive the organization)
- Has demonstrated ability to work effectively within a matrix organization (influencing without traditional authority).
- Leadership Experience (minimum 3 years in leading people).
- International experience preferable
- Language Skills (English) - advanced level

Our offer

What We Offer:

- **The 13th salary** – Paid once a year, in December;
- **Meal tickets** - With a value of 40 Ron;
- **Hybrid schedule** – Work-life balance is important, so we offer a flexible schedule. Please agree on this with your superior;
- **Private Health Insurance** – Health is the most important, so we offer you a medical subscription through Signal Iduna;
- **Referral bonuses** - We encourage colleagues to refer new candidates to us and, at the same time, to get the chance to receive a bonus;
- **Bookster** – Feed your body and your mind. You can borrow books and you'll receive them at the office;
- **Sports benefits**- It's important to stay active, so we offer you the 7Card;
- **Discounts at our partners** – We collaborate with different vendors, and we receive discounts for various products/ services like rubbers, restaurants, kindergartens, etc;
- **System for Rewarding Improvement Ideas** – We have an internal improvement program (Continental Idea Management) that gives you the opportunity to come up with ideas and to be honored with an attractive bonus (this is established by the CIM team according to your improvement idea);
- **Happy days** – If you or your child is getting married, or you become a parent, you receive some extra free days;
- **Life events celebration** - If your family is growing, we praise your newborn with a bonus;
- **Unfortunate events** - In case of unhappy events in your life, we support you by offering you free days and financial support (handled on a case-by-case basis);
- **Extra vacation days** – You begin with 22 vacation days/year, and starting with the 3rd year with us, we offer you 1 more day of vacation and, afterward from 2 to 2 years you'll get one more extra day (the maximum you can achieve is 27);
- **Transport from the Timisoara area** – You can choose to come with the bus provided by the company if you'll work from the plant location/office;
- **Professional development** - Many opportunities to develop yourself within the company;
- **Diversity and multicultural mindset** - We encourage you to join us no matter who, where, or what you are. We have colleagues from different nations and a variety of languages are spoken in our company.

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About us

Continental develops pioneering technologies and services for sustainable and connected mobility of people and their goods. Founded in 1871, the technology company offers safe, efficient, intelligent and affordable solutions for vehicles, machines, traffic and transportation. In 2022, Continental generated sales of €39.4 billion and currently employs around 200,000 people in 57 countries and markets.

The ContiTech group sector develops and manufactures, for example, cross-material, environmentally friendly and intelligent products and systems for the automotive industry, railway engineering, mining,

agriculture and other key industries. Guided by the vision of “smart and sustainable solutions beyond rubber,” the group sector draws on its long-standing knowledge of the industry and materials to open up new business opportunities by combining various materials with electronic components and individual services.