

# Gentex Europe Job Description

<b>Job Title:</b> HR Director		<b>Approved by:</b> Global HRD and GE GM		<b>Date:</b> 22.09.19	
<b>Department:</b> HR		<b>Reports to:</b> Global HRD		<b>Revision no:</b> 1	
<b>Job Status:</b>	Full-time <input checked="" type="checkbox"/>	Part-Time <input type="checkbox"/>	Temp <input type="checkbox"/>		
<b>Location:</b>	Letchworth <input checked="" type="checkbox"/>	Stranraer <input type="checkbox"/>	Home Based <input type="checkbox"/>		
<b>Purpose/Objective:</b>					
<p>The HR Director role is required to help develop the HR function and support the Company in a changing environment. This is a full generalist position and will encompass all HR content from change management, organisational design through to employee relations, absence management and recruitment. The HR Director will contribute to the wider Gentex Global HR Strategy, and deploy and design the Gentex Europe HR strategy in collaboration with Global HR Director. The role is required to lead HR &amp; org development for the expanding Gentex Europe business and continue to drive integration and best practice in support of the Company goals, culture &amp; values.</p>					
<b>Key duties/responsibilities</b>			<b>Person Specification</b>		
<ul style="list-style-type: none"> <li>Partnering with Global HRD, develop a Gentex Europe HR/OD strategy, then deploy, lead and coach behaviors, processes and tools to execute successfully.</li> <li>Part of the Senior Leadership Team for Gentex Europe, the role works closely with the GM for Gentex Europe</li> <li>Support activities and provide advice to Senior Management Team and MD on all aspects of employment legislation and relationship management</li> <li>Maintain relationships and manage projects with government agencies to generate funding for development projects</li> <li>Create strong relationships across all areas of the business</li> <li>Work closely with Gentex US HR team to support Hoshin initiatives</li> <li>Needs to strategically recruit, including proactive search, and lead workforce and succession planning</li> <li>Drive Learning and Development, supporting the logging of training and maintaining DAOS and ISO accreditations</li> <li>Travel to Stranraer site frequently, a minimum of once per month to engage employees, build relationships and develop HR function and leadership</li> <li>Manage and develop UK HR team and function – the team is made up of a HR Co-Ordinator and HR &amp; Office Administrator.</li> </ul>			<ul style="list-style-type: none"> <li>Be a knowledgeable and confident CIPD qualified HR Manager with experience of being hands on with day to day responsibilities, while at the same time supporting the business strategically</li> <li>Organisational Development skills and ability to understand &amp; deploy strategy as required to enhance business performance and drive the right behaviours</li> <li>Experienced at supporting cultural change and being comfortable being a change agent at all levels across the business</li> <li>Needs to solve complex organisational and HR issues and people dynamics, at times with global reporting relationships</li> <li>Possess excellent interpersonal skills and ability to engage and connect with all areas of the business</li> <li>Be a champion for the people in the organisation and the company strategy concurrently</li> <li>Be entirely used to working and leading a fast paced, change embracing environment</li> <li>Must be able to multi-task, deal with ambiguity and be able to draft and embed HR policies, processes and systems.</li> <li>Must represent true leadership and embed the Company values, demonstrating collaboration, engagement &amp; innovation</li> <li>Demonstratable competence in coaching line managers to deal with employee relation cases</li> <li>Have experience of working for a multi-site and international organisation</li> </ul>		

Roles and Functions	Person Specification (continued)
<ul style="list-style-type: none"> <li>• Strategic Business Partner</li> <li>• Organisation development</li> <li>• Change agent</li> <li>• Project management</li> <li>• Employee advocate</li> <li>• Benefits administration inconjunction with Finance</li> <li>• Employee relations</li> <li>• Performance/engagement coach</li> <li>• Talent acquisition &amp; recruitment</li> <li>• Training &amp; development</li> </ul>	<ul style="list-style-type: none"> <li>• Have an up to date and solid understanding of employment legislation for UK, with EU preferred</li> <li>• Experience working for a manufacturing business is preferred</li> <li>• Capability and desire to grow with organisation and role globally.</li> <li>• Confidence, tenacity &amp; drive to make positive changes for the business</li> <li>• Gravitas and leadership</li> <li>• Ability to scale in terms of advising executive level in a matrix environment, to trusted face of HR and people champion on the production floor</li> <li>• Personable and engaging character to be able to promote a value add and trusted HR function</li> </ul>
Skills and Abilities	Qualifications/Experience
<ul style="list-style-type: none"> <li>• Ability and skills to perform the Duties/Responsibilities and meet the Person Specification lists from above.</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum 7 years' experience in an HR Management/ role</li> <li>• Executive level advisory experience working with C level in an advisory capacity</li> <li>• HNC/degree in HR or equivalent experience, with overall a minimum of 10-15 years generalist HR experience</li> <li>• Experience at managing and supporting a small HR team</li> <li>• Ideally experienced at working with a US global Company</li> <li>• Strategic European recruiting &amp; compensation experience ideal</li> <li>• Experience working within a manufacturing environment preferred.</li> <li>• CIPD qualification</li> </ul>

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	<p><b>Any other duties</b></p> <ul style="list-style-type: none"> <li>• Lead &amp; support of government funding, training &amp; corporate initiatives that can be outside of traditional HR scope.</li> <li>• Oversee the Office Administration side of HR and Office Administrator role when required</li> <li>• Ability to travel, with 30% travel to Scotland, travel overseas to the US approx. 1-2 times a year.</li> </ul>
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Competencies	Expected level for the position required rate 0-5	Current level achieved rate 0-5	Gap	Comments	Key
Numeracy	5				0 Not Required
Self organisational skills/task management	5				1 Training necessary
Communication – written & oral	5				2 In training
Computer literacy - line 100/sage payroll	5				3 Qual with s/vision
Computer literacy word & excel	5				4 Fully qualified
Adherence to deadlines	5				5 Able to train others
Attention to detail	5				
Interpersonal skills	5				
Confidential & Trustworthy	5				
Computer Literacy	5				

Travel: Generally, travel not req  Limited travel req  Regular travel req

Career Progression and Training and Development: After experience, accomplishment and leadership behaviours displayed, possible progression of role could be warranted.



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*Please note that the position description is not a full and detailed description of a position. It will only cover approximately 80% of the tasks.*

*I hereby confirm that I have read and understood the Job Description and will fulfil my duties and responsibilities in an efficient manner.*

\_\_\_\_\_  
*Full Name of Employee*

\_\_\_\_\_  
*Date and Signature of Employee*

\_\_\_\_\_  
*Date and Signature of Line Manager*