



## **Human Resources Manager**

**Reporting to; HR Business Partner, Commercial**

**Location; Switzerland Luzern**

### **MAIN PURPOSE:**

To ensure delivery of all HR Services in Switzerland, Austria and Nordics at strategic, transactional, operational levels and relating to employee benefits. This can will include informed employment legislation that contributes to the achievement of workplace and organisational goals and performance in a defined geographical area of responsibility. Contributing to strategic policy and procedures to ensure organisational achievement of goals as well as the delivery of the facilities service for all offices in the various countries. Being responsible for maintaining relevant administrative activities.

### **KEY RESPONSIBILITIES & ACCOUNTABILITIES:**

To provide advice and guidance to management and individuals on legislation, case law and/or Company HR policies and procedures at a (local) geographical area relating to:

- Behavioural standards of all employees.
- Performance management, discipline, sickness, absence, recruitment, grievances and all other HR issues
- Protection of confidential information e.g. Data Protection, Access to Medical Records, Health Records
- Knowledge of new developments in legislation and case law
- Develop and deliver Swiss, Austria, Nordic policies in conjunction with the HR business partner commercial.
- Negotiate and deliver all staff benefits packages such as insurance, health cover, travel insurance, pension provision etc.
- Plan and undertake specified projects as required, e.g. to improve HR Systems and processes and the level of service delivery; Employee Survey
- Continuously look to improve and develop other HR practices and maintain and develop personal and professional abilities.

### **RELATIONSHIPS:**

Country based management and employees  
Global HR team  
Member of local Commercial leadership teams

### **SKILLS & KNOWLEDGE**

- Degree or equivalent preferable

- HR experience including performance management, training design and delivery, and proactive management of absence
- Good knowledge of Employment law in at least two countries
- Effective communication skills both oral and written in German and English. Knowledge of Danish, Swedish, Norwegian or Finnish would be advantageous
- Robust style, self-confident and ability to influence at all levels in the organisation
- Proactive, able to work under pressure and demonstrate flexibility of approach to people and situations
- Good team player with an ability to interact at all levels of an organisation
- Well-developed coaching and training skills
- IT competent in Microsoft office and other applications as necessary
- Prepared to travel 20% of the time abroad
- Experience to work across borders, preferably with an understanding of the Nordic HR market

Norgine is a European specialist pharmaceutical company that has been established for over 100 years. In 2015, Norgine's total revenue was EUR 320 million and the company employs over 1,000 people.

Norgine provides expertise and 'know how' in Europe to develop, manufacture and market products that offer real value to healthcare professionals, payers and patients. Norgine's approach and infrastructure is integrated and focused upon ensuring that Norgine wins partnership opportunities for growth.

Norgine is headquartered in the Netherlands and its global operations are based in Amsterdam and in Harefield, UK. Norgine owns a R&D site in Hengoed, Wales and two manufacturing sites, one in Hengoed, Wales and one in Dreux, France.

For more information, please visit [www.norgine.com](http://www.norgine.com)

In 2012, Norgine established a complementary business [Norgine Ventures](http://www.norgineventures.com), supporting innovative healthcare companies through the provision of debt-like financing in Europe and the US. For more information, please visit [www.norgineventures.com](http://www.norgineventures.com).