

## Recruitment of a Director of Human Resources

Company:

**ESSCA - School of Management**

Location:

**France / Angers and Paris**

Discipline:

Employment Type:

**Permanent Full-time**

Posted:

**2019-05-23**

Contact Person:

**If you wish to apply for this position, please specify that you saw it on AKADEUS.**

## Recruitment of a Director of Human Resources (M/F)

**Permanent Contract**

**Angers Campus**

### Context

Created in 1909, ESSCA School of Management is a post-baccalaureate Superior Business School. It offers different courses for professions in marketing, business, finance, human resources, digital and consulting.

A member of the Conférence des Grandes Écoles, it delivers a targeted Bac + 5 degree at Masters level and also offers BAs, Specialised Masters and Masters of Science programmes.

Accredited by AACSB in 2014, EQUIS in 2016 and AMBA in 2017, ESSCA School of Management is also the first French post-baccalaureate institution to have obtained, in 2006, the European EPAS accreditation for the excellence of its programme, its international outlook and its links to businesses.

Situated across numerous teaching locations in France and overseas, the ESSCA Group offers an international programme in connection with a network of 279 partner universities in 55 countries.

The Grande École training programme is also accessible through the continuing education route. The school also offers a range of training designed specifically for directors, managers and operational teams.

### ESSCA IN BRIEF

- 8 locations
- 279 partner universities in 55 countries
- 4,000 students completing their first degree or in continuing education
- Around 140 permanent professors
- 370 lecturers, teaching fellows and international experts
- 3 institutes, EU ASIA Institute, Institute of Digital Marketing and Institute for Advanced Pedagogy

- 2,500 partner businesses
- 14,000 graduates throughout the world

## **ESSCA is recruiting for a newly created position of Director of Human Resources**

Reporting to the General Secretary, he/she will be responsible for:

- Defining, validating, leading and monitoring the implementation of the group's human resources strategy
- Ensuring the link between senior management and staff by taking charge of social relations within the organisation
- Consult and offer expertise to different operational management teams

### **Details of the post**

**Type of contract:** CDI - Permanent contract

**Working hours:** Full-time

**Salary:** According to profile

**Status:** Senior executive

**Place of work:** Angers and Paris, with frequent trips to different ESSCA sites

**Additional information:** 7 weeks of paid leave / health insurance - pension scheme - restaurant vouchers

**To commence as soon as possible**

**Please send CV + cover letter to: [drh@essca.fr](mailto:drh@essca.fr) or via the l'ESSCA recrute section of our website ESSCA.fr**

Principal responsibilities

### **Define HR strategy and policy**

- Converse with senior management around the general strategy of the school, in order to identify priority objectives
- Monitor the evolution of HR strategies and remain informed of innovations
- Gather information on management expectations and needs with regard to HR problematics
- Develop strategy in terms of principal HR problematics and establish general objectives
- Identify psychosocial risks linked to activities of employees, elaborate and monitor the implementation of the preventative plan

### **Steer social dialogue**

- Represent management to employee representatives
- Communicate the positions of HR policy to service lines and social partners
- Moderate meetings with social partners (consultation, negotiation, etc.)
- Maintain all communication (business agreements, elections ...)
- Examine the files/questions of employee representatives and prepare responses for elected members
- Define and lead the implementation of social audit and its analysis
- Monitor the legal framework and be one of the principal guarantors of compliance therewith
- Disseminate information to employees by actively implementing a communication policy

### **Supervise teams and drive HR projects**

- Recruit the employees under his/her responsibility

- Motivate and supervise teams and develop their professional competencies
- Provide strategic direction and define objectives through priority problematics
- Lead large HR projects
- Mediate or generate propositions in the choice of service providers (recruitment agencies, communication agencies, software publishers...)

### **Manage posts and development of professional competencies**

- Lead occupation and skill forecasting
- Define recruitment and internal mobility policy
- Define orientations of training plan
- Define evaluation and manager training processes

### **Ensure monitoring of projects and budgets**

- Monitor the evolution of HR projects and control their execution: remuneration systems, procedures, evolution of HR IT systems, preventative health and safety measures
- Communicate with and inform employees on HR organisational projects
- Establish and monitor the annual management budget
- Ensure regular reporting to GS

### **Other specific responsibilities**

- Participate in expanded executive committee meetings
- Participate in school activities (admissions rounds, other events...)
- Maintain a professional network, participate in conferences and training in order to develop HRM knowledge

### **Candidate profile**

- University education at BAC+5 level, specialised in HR/employment law or equivalent
- Significant professional experience in a similar function
- Good knowledge of the higher education environment

### **Knowledge**

- Good command of employment law
- Good command of recruitment techniques
- Good economic and financial sense
- Team management
- Project management
- Good command of traditional office tools
- Excellent written and oral communication skills
- Ability to make urgent decisions
- Fluent business English

### **Personal qualities**

- Excellent listening and interpersonal skills
- Ability to prioritise
- Flexibility and assertiveness in relations with operational employees
- Strength of conviction and negotiation skills
- Diplomacy and adaptability
- Rigour and strong organisational skills
- Proactivity

- Risk evaluation skills

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