

## **Job Description**

**Title:** Human Resources – Talent Manager

**Posted on:** September 29<sup>th</sup>, 2021

**Location:** Wyss Center for Bio and Neuroengineering, Campus Biotech, Geneva, Switzerland

### **About the Wyss Center for Bio and Neuroengineering**

The Wyss Center is an independent, non-profit research and development organization that advances our understanding of the brain to realize therapies and improve lives. The Wyss Center staff, together with the Center's academic, clinical and industrial collaborators, pursue innovations and new approaches in neurobiology, neuroimaging and neurotechnology.

The Wyss Center advances reveal unique insights into the mechanisms underlying the dynamics of the brain and the treatment of disease to accelerate the development of devices and therapies for unmet medical needs. The Center was established by a generous donation from the Swiss entrepreneur and philanthropist Hansjörg Wyss in 2014. Additional resources from funding agencies and other sources help the Wyss Center accelerate its mission.

### **About the Position**

#### **Key responsibilities**

In his/her position, the **Human Resources – Talent Manager** will be accountable for all aspects of the talent lifecycle at the Wyss Center, including directly sourcing and attracting the best candidates, on-boarding and retaining talent, managing employee performance and relations, internal communications, training and career development. He/she will report directly to the Wyss Center's CEO.

More specifically, the successful candidate will be responsible for:

- Ensuring high levels of employee engagement and promoting retention of top talent
- Collaborating with relevant Center stakeholders to implement strategies and processes for employee engagement, training and career development, retention of key talent, diversity and inclusion
- Developing excellent relationships across the Wyss Center community and its collaborating institutions and being an effective and clear communicator of the Center's core values and HR goals
- Directly sourcing and attracting new talent to the Wyss Center administration and to various technical fields (e.g. medical devices, biology, imaging) through a combination of networking, research and use of various job boards, social media and other tools
- Developing and maintaining market insights to ensure high quality and effectiveness of the recruitment process
- Executing on all aspects of the recruitment process including workforce planning, prompt generation of job descriptions, candidate reviews and development of employment packages
- On-boarding new Wyss Center employees and familiarizing them with processes and procedures, relevant tools and policies
- Providing counseling, coaching and mentorship to Wyss Center staff in areas such as conflict resolution and interpersonal skills, while supporting a culture of collaboration
- Organizing and updating employee files and managing all employment contracts
- Managing the annual performance appraisal process

- Managing all internal communications within the Wyss Center in collaboration with the Communications Manager
- Tracking of key HR metrics towards achievement of HR goals
- Contributing to the development and enforcement of HR policies

**Required competence and experience:**

- Higher educational qualifications (Bachelor's or Master's Degree) or equivalent experience in HR
- Strong work experience in life sciences and/or engineering industries
- Strong experience in the use of resourcing technologies and social networking
- Proven experience in multiple fields of HR, particularly recruitment, employee relations and development, compliance and full implementation of diversity, equal opportunity and belonging initiatives. Communications experience is a plus
- Knowledge of Swiss laws related to HR, and familiarity with EU HR regulations
- People oriented and results driven
- Superior active listening, negotiation, communication, interpersonal and analytical skills
- Strong networker across disciplines and among internal and external stakeholders
- Down to earth and confident, and with the ability to instill confidence in others
- Fact driven and effective decision maker with the willingness and resolve to make difficult decisions
- Positive attitude and a role model, with unquestioned integrity, work ethic and trustworthiness
- Fluent in English; French is a plus

**To apply, please send your CV and cover letter to [HR@wysscenter.ch](mailto:HR@wysscenter.ch).**