

Director of HR

Based in Hong Kong

Be part of something special. Join Vanden.

At Vanden, we're passionate about transforming waste into a valuable commodity. Our mission: **"Build the world's largest recycled plastics commodities company"**

And since we started on our journey, back in 2005, we've developed a worldwide presence, serving hundreds of customers in over 50 countries. And we've grown a strong, capable team of colleagues who are dedicated and loyal.

We are headquartered in Hong Kong with operations and representation in Australia, Finland, Ireland, Turkey, Spain, Netherlands & UK. We operate a factory based in the UK specialising in the collection and recycling of plastic waste generated from industry and manufacturing.

Our ideal candidate

Goal-orientated, not afraid to get their hands dirty, loves to take action and move forward constantly. They turn challenges into opportunities and quickly solve problems. When things are tough, they can take a step back, gain perspective, and remain objective to ensure the desired outcome is achieved. In this way, we stay flexible, seek to pinpoint what really matters and find workable actions, quickly. Our people are eager to stay up-to-date by reading, attending training and take ownership of personal development.

Our Values:

Living the Vanden Values is a key part of our culture. Our Values were created by the people in the business. Over a 6-month period in early 2018 we brought all our teams together to determine what it meant to be part of Vanden. Through a combination of telling stories of colleagues in action and establishing the type of environment we want to create, our 6x core values were born!

These are an important part of understanding if Vanden is right for you! Please take a look on the last page for a full description.

Application Process

To apply, you are required to produce a CV and Personal Statement. These need to be tailored to the job description and person specification and show how you reflect the technical and behavioural requirements. Applications can be submitted to hr@vandenrecycling.com.

The selection process:

Successful candidates will be invited to attend a multi-phase assessment that includes:

Step 1: Interview 1

Step 2: Interview 2

Step 3: Interview 3

Step 4: Reference Checks

Expected timeline to complete is 3-4 weeks depending on candidate & reference availability.

Job Summary

Establish and lead an HR department that will drive business growth through building high performance teams across the world and promoting a values driven culture of openness and accountability.

Responsible for overseeing all aspects of the HR department including recruitment, learning & development, employee engagement, performance management and administration; our ideal candidate knows how to build a department from the ground floor up.

As the global leader you will work closely with local HR, management, and key leaders across the business to identify resourcing needs and plan recruitment drives effectively as well as establishing and rolling out standard practices across all HR functions. Having a knowledge of and adapting to local laws and practices in each location will be a key component in ensuring we are compliant, generate the best possible experience for the team and proactively manage risk.

Always on the front foot, you must balance the need to develop strategic plans to meet long term goals and drive immediate actions to satisfy current business needs.

Reporting to the CEO, you will have an entrepreneurial mindset and demonstrate complete ownership of achieving company goals, holding the highest standards for yourself and others.

An excellent communicator, you will demonstrate an optimistic and persistent approach, always open to giving and receiving feedback on performance. Not willing to settle for second best, challenges are seen as an opportunity to learn.

This role is suited to an ambitious and proven HR leader who is motivated, goal driven and wants to be part of a Values driven organisation in a growth industry.

Essential Duties & Responsibilities

- Take ownership of the development of the HR department globally, ensuring the people of Vanden have what they need to succeed and constantly improve at all times.
- Work with management to develop manpower plans across the organisation and implement standards to ensure hiring needs are met in the time required
- Oversee the design, delivery and constant refinement of recruitment strategy and processes
- Develop remuneration strategy and reward packages to attract and retain team members
- Develop and implement engaging onboarding experience and processes
- Develop and refine staff policies and handbooks to ensure consistency across the organisation, but maintain an appropriate level of localisation to fit with each location
- Develop performance review strategy. Train and implement together with management
- Coach people managers to become increasingly more effective at leading, managing and developing their teams, employees and cross-functional relationships
- Ensure company values and mission are communicated effectively as an integral part of our training and education, ensuring they remain at the heart of everything we do
- Research, identify, promote and implement training and development activities from individual to organisational level
- Implement metrics to measure staff satisfaction and increase retention
- Stay up to date with labour laws, employee insurance, benefit and tax regulations in the jurisdictions we operate
- Research labour laws in new areas of operation and ensure employment contracts and conditions are consistent across the business
- Continuously develop HR policy and procedures to drive performance, mitigate risks and improve culture
- Oversee and handle terminations, resignations, redundancies, grievances, demotions and promotions in conjunction with line managers
- Enhance and implement best practices that will improve efficiency and the overall effectiveness of the HR function, from internal processes to appropriate technology solutions
- Build a metrics-driven organization that leverages reporting, dashboards, and SLA tracking to provide actionable insight on service delivery, operations accuracy, and effectiveness
- Manage all daily operational HR tasks and ad hoc people related issues as they arise

Person Specification

(all criteria are essential unless otherwise indicated)

Knowledge (Education & Related Experience):

- Degree or equivalent in HR Management
- Experience of leading and building an HR department from scratch or through a rapid growth period in an organisation that operates in multiple countries (SME experience preferred)
- Experience of implementing recruiting and onboarding initiatives in a growing organisation
- Experience of implementing performance and development reviews
- Experience of contributing to building a culture of feedback and high performance
- A working knowledge of employment law in Europe and an established network of other HR and recruitment professionals an advantage

Skills & Abilities:

- Fluent English required. Second language an advantage (particularly Spanish, German, French or Italian)
- Strong business acumen and ability to work well across different functions in order to integrate appropriate HR and business strategies
- Able to coach and inspire teams
- Able to anticipate opportunities, risk and proactively manage
- Able to use logic and reasoning to appraise situations
- Able to build rapport quickly with colleagues and service providers
- Able to effectively collaborate with colleagues to achieve results
- Able to manage and respond quickly to changing/competing priorities
- Highly organized, detail minded and able to work independently
- Able to present and clearly communicate information in speaking and writing
- Able to ensure tasks are completed on time and to a high-standard
- Able to use full suite of O365 products
- Able to undertake effective research (not only Google)

Competencies:

- **Our Non-Negotiables:** Action oriented, Builds strong relationships, Curious, Driven to learn, Empathetic, Investigative, Reflective, Resilient, Resourceful, Seeks feedback, Trustworthy
- Willing to take complete ownership of the role and drive success. Relentless.
- Grit and determination
- Focuses on facts and evidence over 'story'
- Not afraid to have challenging conversations
- Professional and ethical in their approach
- Understands that upfront effort prevents issues down the line
- Committed to on-going personal and professional development
- Values team above self

MISSION & VISION

MISSION:

- Build the worlds largest recycled plastics commodities company

VISION:

- To be the company that creates the most value from plastic waste. Producing quality commodities and products or empowering others to do so.

VANDEN VALUES

Teamwork

- We pull together as one unit, not just with those in front of us, but with all of our colleagues spanning multiple continents and cultures. We seek honesty and excellence to bring out the best in each other and do so without ego. Our collective knowledge and willingness to question is our superpower.

Add Value

- In absolutely everything we do. We add value to our people, customers and product through constant education and optimisation. Vanden exceeds expectations in the Service of our customers, using each encounter as an opportunity to sharpen our skills and add more value than anyone else. When in doubt, we ask ourselves – “Am I adding value?”

Growth

- Challenge ourselves and each other to learn new things and improve our skills. Be curious and industrious to redefine the boundaries of our knowledge, service and market. We’re proud of our battle scars as our failures will always be the greatest opportunity for growth.

Ownership

- Never afraid to get our hands dirty! We take pride in exercising absolute ownership over the outcome of every task or challenge. We appreciate the power of forming a plan before taking action and jump at the opportunity to take the bull by the horns when we do.

Enjoy The Ride

- It only happens once! We can’t always be serious and limit ourselves to be “business as usual”, so we encourage everyone to put their personalities into everything they do.

Gratefulness

- Live everyday with an attitude of gratitude!