



Title of Job CHIEF PEOPLE OFFICER

LOCATION: TBD

Posted: Jan '08

SUMMARY: To manage the transfer of ownership and employees through acquisitions and disposals ensuring continuity of business through programs to refocus and improve business performance.

To gain commitment to the company vision and values, create an environment of accountability ensuring expectations are defined, support to achieve goals provided and performance measured and managed.

- To establish an HR strategy defining the people activity required to ensure human capacity and capability allowing the business to perform in line with its objectives.
- To provide business support to achieve organisation objectives and values of sales and profit through people and quality.
- To manage HR, Training and Health and Safety functions in line with legislation and best practice.

RESPONSIBILITIES:

CHANGE MANAGEMENT

- To review the Human Resources activity of businesses to be acquired, understanding Contractual and Legal Rights, identifying Employee Relations Issues.
- To plan and lead the communication and consultation over the change of business ownership in line with legislation and codes of practise.
- To review the effectiveness of the organisation structure, roles, systems and procedures against business needs, identifying opportunities for improvement.
- To define roles and expectations identifying individual development needs and establishing effective systems and commitment to appraisal and succession planning.
- To anticipate and be prepared for turnover as a result of change.
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- To lead and manage all employees reporting directly to the position, so as to effectively recruit, train, engage, evaluate, delegate, develop and monitor their activities.
- To establish and implement short- and long-range departmental goals, objectives, policies, and operating procedures.

HR STRATEGY AND DEVELOPMENT

- To establish and protect the HR philosophies of the brand, determining the values and guiding principles to be adopted.

- To develop an HR strategy aligned to the business plan defining the direction of the people agenda.
- To devise and implement policies, processes and practices which govern how people are attracted, selected, inducted, managed, developed, recognised and rewarded in the organisation.

TEAM & TASK

- To lead and manage the Human Resources, Training and Health & Safety teams to provide proactive business support contributing to commercial performance.
- To ensure the department operates in line with legislation and strives toward best practise.
- To establish and implement short- and long-range departmental goals, objectives, policies, and operating procedures.
- To effectively recruit, train, engage, evaluate, delegate, develop employees within the function to meet the demands of the business.
- To ensure the efficient and effective administration of the function providing timely accurate business information.

TRAINING & DEVELOPMENT

- To sign off brand training resources, documented training records and audit systems to set, measure and monitor brand standards.
- To support induction, legal, operational, commercial and skills development programmes for incoming senior management and head office personnel to meet individual and organisation needs.
- To develop and monitor effective development routes for all employees as part of a talent management programme.

HYGIENE, HEALTH & SAFETY

- To manage the effective introduction, implementation and execution of the company Hygiene, Health & Safety Manual,
- To agree accountabilities within the business for Hygiene, Health & Safety managing communication and training activity, defining records required and measuring and assessing compliance.
- To advise and prepare the business on new legal requirements.

BUSINESS SUPPORT

- To identify the key people issues impacting on recruitment, training, engagement, performance, retention and succession planning providing short and long term solutions to support business improvement.
- To provide advice at all levels on HR matters from organisation design, talent management, performance management, employee relations, changing legislation and best practise.
- To define HR data required from payroll and manage related issues.
- To visit underperforming business and support the identification of issues and development of improvement plans.

OPENINGS/ REFURBISHMENTS/ RELAUNCH

- To plan openings/ refurbishment and re-launch activity linked to agreed schedule.
- To attract and appoint management in advance of openings,
- To organise management inductions allocating resources monitoring and evaluating progress.
- To oversee effective recruitment, selection, induction and training of staff to meet the needs of new and refurbished businesses.

REQUIREMENTS:

- Relevant formal qualifications in people management, employee relations/law, training and Hygiene, Health & Safety
- Experienced HR Generalist background in catering/hospitality industry
- Track record at running complete HR function for business of similar size
- Start up company experience, establishing structures, policies and procedures
- Executed effective systems and measurement throughout the people cycle
- Strategic involvement with Organisation Design
- Operational understanding and commercial acumen
- Experienced at leading large change management programmes
- Accomplished at devising and implementing HR strategies to support the business plan and deliver measurable output.
- Technical knowledge and experience to manage acquisitions, mergers and disposals
- Implemented successful Performance Management and Improvement programmes
- Strong leadership skills, credible and values driven
- Proactive, forward planning preventing issues occurring
- Team building and development skills
- Successful track record as CPO / HR Director
- Developed roles in all hr areas
- Experience in restaurant sector
- Completed buyouts, mergers and disposals maintaining focus
- Board position

EDUCATION: A Bachelor's degree in Human Resources or Organizational Development is required. A Masters is preferred.

SALARY: Commensurate with experience

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