

# Head Of Human Resources Anz

CooperVision • Sydney NSW 2000

 Base pay  
\$0 - \$0

 Work type  
Full Time

 Contract type  
Permanent

## Job details

 Date posted  
**12 Jun 2021**

 Expired On  
**15 Jul 2021**

 Category  
**HR & Recruitment**

 Occupation  
**Management - Internal**

 Base pay  
**\$0 - \$0**

 Contract type  
**Permanent**

 Work type  
**Full Time**

 Job mode  
**Standard/Business hours**

Work Authorisation  
 **AUSTRALIAN CITIZEN /  
PERMANENT RESIDENT**

## Perks

TRAINING

INCENTIVE PROGRAMS

## Skills

LEADERSHIP

CHANGE MANAGEMENT

MANAGEMENT

PAYROLL

COMPENSATION

COMPENSATION AND BENEFITS

ENGAGEMENT SURVEY

HR

HR OPERATIONS

HUMAN RESOURCES

LEADERSHIP DEVELOPMENT

PERFORMANCE MANAGEMENT

RECRUITMENT

SCHEDULE+

STAFFING

TALENT MANAGEMENT

TOTAL REWARDS

INCENTIVE PROGRAMS

## Full job description

# Head of HR ANZ CooperVision Australia & New Zealand (ANZ), have offices in Sydney and Adelaide with a sales team across all states. The ANZ business consolidates into the Asia-Pacific region. The ANZ revenue in 2020 exceeded USD 35 Million, with a track record of delivering strong growth and profitability, and a market leader position in the soft contact lens category in Australia. As **Head of Human Resources for ANZ**, you will work directly with the leaders of CVI ANZ business and the HR Director APAC to design, develop and deliver the Human Resource strategy & initiatives. This role also delivers HR operation services such as staffing, on boarding/exits, compensation and benefits administration, training and organisational communication. This role is a key member of the CooperVision ANZ Leadership Team. This role will act as a trusted advisor to the General Manager by providing advice, guidance and positive challenge to create the right culture for CooperVision's continued growth. The Head of HR will contribute to the development of the leadership team and ANZ business. **ANZ Leadership**

- \* Have a deep understanding of the business and contribute to the commercial strategy.
- \* Attend monthly leadership meeting and strategy days.
- \* Participate in Quarterly Business Reviews with APAC Region.
- \* Ensuring the local HR strategy is directly aligned to the overall business strategy and the HR Long Range Strategic Plan (LRSP).
- \* Provide expert advice and support to leaders and managers on the full range of employment related matters, consulting or working in conjunction with other HR colleagues and external consultants/advisors as necessary.
- \* In collaboration with local leadership teams, recommend appropriate Rewards/Incentive Programs.

**Employee Development Review (EDR) / Talent Management**

- \* Facilitate and coordinate the ANZ EDR process.
- \* Use the EDR Process to identify and manage development and recruitment gaps.
- \* Support the execution of development plans identified in the EDR.
- \* Utilise and leverage the global framework to develop talents.
- \* Monitor, track and report on retention of key talents.
- \* Design and implement innovative approaches to attract, develop, retain talent.
- \* Identify training needs and manage training plans across ANZ.

**Change Management**

- \* Be a change Champion in ANZ - Utilise and drive change management tools.
- \* Coach leadership and management on how to lead and direct change.
- \* Manage and support change programs

**Performance Enablement Process - PEP (Goal Setting, Check In's & End of Year Review)**

- \* Act as the custodian for the performance management process and MyCooper system in ANZ.
- \* Ensure compliance to the PEP process.
- \* Analyse statistics on performance management.
- \* Monitor functional area KPI's for alignment to strategy.
- \* Upskill and support managers to be effective coaches.
- \* Upskill employees on effective goal setting and development planning.

**Organisational Climate**

- \* Facilitate processes to conduct annual engagement survey.
- \* Help, design and analyse survey results to create action plan for departments and ANZ business.
- \* Coordinate and monitor the implementation of the action plan initiatives.

**Organisational**

structure design and job profile development\*\* \* Stay abreast of any changes in strategy, legislation, market, and business model that could impact on organisational structures. \* Facilitate processes to drive structural changes where required. \* Analyse structures and make recommendation for enhancement from an effectiveness, efficiency and alignment point of view. \* Identify critical positions within structures. \* Drive standardisation and consistency of structures and jobs. \* Ensure competency requirements are aligned to competency framework \*\*Facilitation Expertise\*\* \* Facilitate group meetings such as focus groups, team effectiveness sessions, leadership development programs, or culture workshops as needed. \*\*Recruitment\*\* \* Use appropriate resourcing strategies and tools to ensure the effective attraction of high-quality candidates. \* Upskill hiring manager on interview best practice. \* Participate in the selection process. \* Build CooperVision Brand with recruiters, consultants and potential candidates. \* Leverage the EDR process to create the recruitment strategy. \*\*Compensation & Benefits\*\* \* Ensure a robust internal and external benchmarking processes is followed in all compensation and benefit related activities. \* Build local knowledge in the reward/benefit processes. \* Review and keep up to date with external trends to ensure CooperVision stays competitive in the market. \* Participate in the annual survey data collation for Global Total Rewards Team. \*\*Employee Development\*\* \* In conjunction with appropriate suppliers (internal or external) plus Global L&D, ensure that appropriate employees are trained, coached and developed in line with the needs of the business. \* Act as a confidential counselor or coach to members of the leadership teams. \* Create and facilitate training to bridge development gaps. \*\*HR Operations\*\* \* Introduce and where appropriate, adapt corporate HR policies and initiatives based upon best practice to ensure local effectiveness and legal compliance for ANZ. \* Act as the lead for the implementation and continued improvement of all Global HR initiatives that impact ANZ. For example, MyCooper, Taleo, Global Leveling etc. \* Own and manager HR Core data in HCM in partnership with Payroll. \* Manage and execute all contract and employment documentation. \* Create and publish all employee related communication. \* Provide reporting on turnover, recruitment and Diversity Inclusion statistics for Quarterly Global reviews. \*\*Wellness\*\* \* Promote employee wellbeing (Wellness) so that employees remain productive and effective. \* Represent ANZ and participate in the Global Wellness Program. \* Lead the local wellness team to create and implement Wellness Calendar. \* Manage the budget for the Wellness program. \* Incorporate all elements of Social, Physical and Mental wellness in the program using internal and external resources. \*\*Primary Location: \*\*Australia-New South Wales-Sydney \*\*Work Locations: \*\* \*\*Job: \*\*Human Resources \*\*Organization: \*\*CooperVision. \*\*Schedule: \*\*Full-time