



Vacancy

HUMAN RESOURCES SENIOR MANAGER (F/M/X)

The International Paralympic Committee (IPC) offers the position of a full-time **Human Resources Senior Manager (f/m/x)** in an international and multicultural team at the IPC Headquarters in Bonn, Germany, starting **1 October 2021**.

ABOUT THE IPC

At the IPC, we work as one team, aligned and focused on fulfilling our vision and mission.

The IPC's vision is for an inclusive world through Para sport. We believe that **Change Starts With Sport**, and that the work of the Paralympic Movement is a catalyst for driving social inclusion and advancing the UN Convention on the Rights of Persons with Disabilities and the UN's 17 Sustainable Development Goals.

The IPC seeks to use the influential global position of the Paralympic Movement and the growing profile of Para athletes to challenge the stigma attached to disability and empower social transformation.

The IPC is the global governing body of the Paralympic Movement. We supervise the organisation of the Paralympic Games and Paralympic Winter Games and serve as International Federation for 10 Para sports. We enjoy a positive working relationship with the IPC Governing Board, members of which are democratically elected every four years by the IPC General Assembly.

The IPC is a purpose-driven non-profit association. Our mission is to lead the Paralympic Movement, oversee the delivery of the Paralympic Games and support members to enable Para athletes to achieve sporting excellence. Since 1989, we have been creating change through sport with the Paralympic Games and Paralympic athletes at our core.

ROLE

Reporting into the Head of HR, this position will provide comprehensive, pragmatic and customer focused operational HR support. In this role, the **Human Resources Senior Manager** will be responsible for partnering with teams on all activities from employee relations, performance management and compensation, talent acquisition, learning and development. The successful candidate will also serve as

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a forward-thinking leader, responsible for identifying, developing and implementing key human resources initiatives that will substantially enhance the success of our organisation.

CORE RESPONSIBILITIES

- Overseeing and managing the operational HR function with 2 direct reports including re-designing HR processes;
- Acting as principle HR contact for all queries and partner with middle management to offer advice and guidance on managing employee relations;
- Managing the end-to-end recruitment process and building a network and pipeline for inclusive recruiting practices;
- Designing, revising & implementing new and existing best practice HR policies, including the Staff Manual, in line with German legislation;
- Supporting in reviewing & optimizing existing HR processes and instruments, especially the starter and leaver processes;
- Identifying organisational and individual training needs and establishing learning and development programs;
- Overseeing the monthly payroll and benefits administration process ensuring accurate and timely payment;
- Managing relationships with external suppliers and vendors such as lawyers, payroll provider and benefit vendors.

CORE REQUIREMENTS

For this challenging role, we are looking for a talented, highly motivated and results-oriented team player with a pro-active and hands-on attitude to work and a commitment to inclusive employment practices. The successful candidate will be able to demonstrate comprehensive, up-to-date knowledge and understanding of German employment legislation and best practice and will have proven experience in managing employee relations cases. Key to success in this role is a service provider mentality paired with enthusiasm to drive & enable the organisation.

- Passion for the IPC's vision, mission and values;
- A minimum of 4 years progressive generalist HR experience with a good foundation in German labour law, including at least 2 years recruiting independently;
- A pragmatic problem-solver with demonstrated sound judgement and discretion when dealing with sensitive and confidential information;

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- A confident and articulate communicator with a high level of social sensitivity and cultural awareness;
- Ability to build successful and collaborative relationships with employees and managers at all levels;
- Negotiation skills and the ability to influence at a senior level;
- Ability to work independently and 'think on your feet', comfortable working remotely with minimal direction;
- With a high level of organisational awareness, strong customer-orientation and a willingness to support and understand the organisational goals;
- Excellent organisational skills to manage multiple projects at once and the ability to manage shifting priorities and workload requirements;
- Experience working internationally is a must, having worked outside of Germany would be an advantage;
- Fluency in written and spoken English and German is a must.

DESIRED REQUIREMENTS

- Process management experience (eg. Lean Management)
- Experience in setting up LinkedIn learning hub
- Conducting training sessions

Do you want to [apply](#)?

If you are interested and provide a good match with our requirements, please send your CV and cover letter in English and in pdf to HumanResourcesJobs@paralympic.org.

For this position, we will review applications and interview candidates on a rolling basis.

The IPC is an equal opportunity employer, and we especially encourage individuals with a disability and members of minority groups to apply; we support the relocation process and provide transitional accessible accommodation. For further information on the IPC, please contact us or visit our website under www.paralympic.org.

We look forward to your application!

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