

# Associate Director, Human Resources

## Company description

Dolon is a leading strategic market access consultancy. Our clients are global pharmaceutical companies that are working on innovative and important medicines to treat rare and severe diseases. We support clients in developing pricing and reimbursement strategies and evidence-based messaging to communicate on the value of their products. We also work in close partnership with clients to navigate and shape the policy environment to facilitate and improve patient access to rare disease treatments.

Headquartered in London with 60 staff across Europe, Dolon is a dynamic, fast-growing company with a strong reputation and a bright future.

## Role description

We are seeking to appoint an Associate Director, Human Resources to lead Dolon's HR function through the next exciting phase of growth and expansion. This role will encompass both operational and strategic responsibilities, working alongside the senior leadership team to ensure we continue to build a happy, productive and engaged workforce. The role requires strong knowledge of employment legislation, proven experience in developing and managing HR policies and procedures, a strategic mindset and a high degree of emotional intelligence.

The Associate Director, Human Resources will report to the Director, Strategy & Operations. The role will be based in Dolon's London office (near Liverpool Street) with the option for hybrid working arrangements.

## Key responsibilities

- Lead the HR function with overall accountability for ensuring operational efficiency of the team and managing the HR budget
- In collaboration with the Executive Committee, develop and refine the overall HR strategy to ensure it meets the growing needs of the company and take a leading role on implementation
- Ensure compliance with employment legislation, including working closely with local employment lawyers in countries where we have remote employees
- Develop, maintain and implement HR policies and procedures
- Work closely with the Executive Committee on organisational design and workforce planning
- Devise a recruitment strategy and implement a talent management process to attract and retain top talent both inside and outside the organisation
- Oversee the performance management process, including tracking of relevant metrics and identification of training and development needs
- Advise on design of compensation and benefits packages
- Lead initiatives to strengthen and cultivate organisational culture in alignment with company values
- Champion wellbeing, diversity and inclusion as part of organisational strategy and culture
- Provide training and support to managers to empower them to take responsibility for people management and to ensure consistency across the organisation
- Handle disciplinary and grievance procedures

## **Experience and knowledge**

- CIPD qualification alongside progressive practical experience
- Strong knowledge of UK and European employment legislation
- Previous HR experience in a consulting or professional services firm
- Experience in a high-growth, multinational organisation
- Experience managing a team

## **Skills**

- Proactive problem solver and mediator
- Sound judgment and decision-making skills
- Excellent communication and interpersonal skills
- Highly organised, attention to detail and able to prioritise
- Strong supervisory, coaching and leadership skills
- Collaborative attitude to stakeholder management
- Strong business acumen, strategic mindset and ability to adapt to changing needs of the organisation
- Confident analytical and numeracy skills including use of data to inform strategy and recommendations
- Remains calm under pressure
- Exercises a high level of diplomacy, discretion and confidentiality

## **Personal traits**

We place particular importance on emotional intelligence and the ability to get along with other people – Empathy, Flexibility, Positivity, Honesty & Transparency and Excellence & Innovation are important values at Dolon.

## **Diversity and inclusion**

Dolon is committed to recruiting, developing and retaining a diverse team of employees that represent our culture, values and reputation. We are committed to equal employment opportunity regardless of race, colour, ancestry, religion, sex, sexual orientation, age, marital status, disability, or gender identity.

## **How to apply**

Please send a CV and cover letter to [recruitment@dolon.com](mailto:recruitment@dolon.com) (no recruiters, please).

Applicants must be eligible to live and work in the UK.

**Closing date for applications:** Friday 21<sup>st</sup> October 2022