

JOB DESCRIPTION



CHIEF PEOPLE OFFICER

Location: PARIS
JULY 2019

PUR PROJET

PUR Projet is a global leader in supply chain sustainability. We develop socio-environmental projects within the supply chains of our Corporate Partners. Through the economic and social empowerment of local communities and the introduction of sustainable development initiatives at the agricultural level; PUR Projet seeks to address climate change, while regenerating and preserving the ecosystems upon which these supply chains depend. Many of PUR Projet's projects fall within the categories of insetting, regenerative agriculture, agroforestry, forest conservation and landscape restoration.

PUR Projet is an impact driven social business and B Corp certified company with headquarters based in Paris and international offices. With a global team of > 65 persons we operate environmental programs in >40 countries. PUR Projet has a depth of experience in South America, Asia, Africa and Europe, and is currently expanding its scope within North America. PUR Projet's clients range in size but include large programs with entities such as Nespresso, Burberry, Ben & Jerry's, L'Oréal, AccorHotels and Caudalie.

More information on PUR Projet and our work can be found on our website at www.purprojet.com.

ROLE

PUR Projet is seeking an ambitious, creative and engaging, impact driven individual for a role of Chief People Officer to lead our organization through rapid growth and scale up at international level.

DUTIES & RESPONSIBILITIES

SUMMARY OF RESPONSIBILITIES:	As member of the executive committee of the company, you will be in charge of global human resources leadership, enhancing our company culture and, most importantly, implementing our people strategy to support business growth, organizational design and learning and development while ensuring people sense of fulfillment
INDIVIDUAL RESPONSIBILITIES:	PEOPLE STRATEGY <ul style="list-style-type: none">- Upgrade the existing People strategy with KPI's and prioritisation of activities between the different frameworks of activities: HR administration, compensation, employment and competencies, working conditions, employee relations, internal communication.- Recruit new HR team members accordingly- Scale up our processes to ensure economies of scale as we are growing toward an international team of 80 people- Strategic watch around future of work trends
	HR ADMINISTRATION & CONTROLLING <ul style="list-style-type: none">- In close collaboration with our HR Manager, ensure legal compliance and upgrade of our HR policies and processes at international level- Develop the HR budget and HR controlling processes
	EMPLOYMENT AND COMPETENCIES <ul style="list-style-type: none">- In close collaboration with a new Talent Acquisition Manager, ensure the recruitment of talents- Upgrade annual evaluation and feedback process for continuous learning opportunities

	<ul style="list-style-type: none"> - Develop and launch training plans linked to our knowledge groups for clear learning path and growing opportunities of internal mobility
	EMPLOYEE RELATIONS <ul style="list-style-type: none"> - Management, animation and representation of the Steerco at the monthly CSE. - In close collaboration with our Officer Manager ensure a dynamic and nice workplace for Paris Office (+/- 40 persons)
	COMMUNICATION AND TEAM GATHERINGS <ul style="list-style-type: none"> - Ensure the strong connection of the global team via internal communication and team gatherings throughout the year. - Organize and lead the annual gathering with all team members in France during one week, combining hard and soft skills development, strategic vision and inspiration

TEAM RESPONSIBILITIES:	EXTERNAL COMMUNICATION & REPRESENTATION <ul style="list-style-type: none"> - Represent PUR Projet publicly online and in events - Support the development of marketing and communication materials related to PUR Projet's People strategy and employer branding - Implement strategic plan linked to our BCorp certification and ensure recertification for 2022.
	SUPPORT INNOVATION <ul style="list-style-type: none"> - Work with the international team to continually improve PUR Projet's tools, procedures and communications to offer services to its employees
	CULTURE & COMMUNITY <ul style="list-style-type: none"> - Support a healthy, fun and effective work environment as part of the PUR Projet Team; - Demonstrate your individual character within the Company and support others to do the same.

REPORTING:	The successful Candidate will report to the founder of the company Tristan Lecomte
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QUALIFICATIONS

EDUCATION:	MA in human resources, business administration or similar relevant field
EXPERIENCE:	>5 years of experience as HR Director or similar roles In-depth knowledge of talent management strategy and organizational design. Strong knowledge of Human Resources law is required You have experienced and are open working with collective intelligence tools and shared governance principles

SKILLS:	<p>You are financial savvy and demonstrate understanding of business operations, systems, processes and functions that drive profitable growth.</p> <p>You possess a comfort with ambiguity and the ability to make rational decisions during unpredictable times.</p> <p>You have a strategic vision of the future, willing to seek out and adopt innovative approaches for talent management and are expert in change management to drive organizational and cultural transformation</p> <p>You are authentic, open and honest and have the ability to gain the trust of others.</p> <p>You must be willing to serve as public champions of organizational decisions and values (Courage, Optimism, Reliability, Agility, Integrity, Listening)</p> <p>You handle interpersonal relationships judiciously and empathetically and are generational savvy.</p> <p>You are fluent in French and English. Proficiency in Spanish is seen as a strong asset.</p> <p>Digital Tools: proficient in the use Microsoft Office and Google Drive.</p>
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CONTRACT

We are looking for an individual to fulfill a full-time position, starting as soon as possible, and being based in our Paris Office. The Chief People Officer will travel to regional offices and visit field projects to get a sense of our activity (not more than 20% of the time)

RECRUITMENT PROCESS

PUR Projet kindly asks that interested candidates submit their CV and a cover letter, describing their motivation and relevant experience, by email to marie-amelie.ormieres@purprojet.com with the subject 'CHIEF PEOPLE OFFICER – LAST NAME, FIRST NAME'.

It is kindly requested that all submissions are made by 31st August 2019, although telephone interviews will begin before this time for any short-listed candidates who have submitted their documents early.

All CVs will be reviewed by the PUR Projet Team. Those candidates shortlisted will receive an email within 2 weeks of submission, to request a telephone interview. The final two stages of the recruitment process will be an in-person interview and case study.

Please be prepared to have three references available upon request.