

# HR BUSINESS PARTNER

The role is based in Brussels

## Telos Impact

Telos Impact is a leading Brussels and Paris based Venture Philanthropy and Impact Investing advisory firm. We want to maximize the impact of our clients (entrepreneurs, families, or companies) through a tailor-made approach, the excellence of our team and a unique network. Our goal is to deploy EUR 1 billion in impact capital by 2030, and we have already deployed EUR 200 million so far. We are a very dynamic company thriving a team of 30 employees and counting, on a mission to expand to 70 strong by 2030.

**As a growing company, we are looking for an experienced and strategic HR Business Partner to implement our HR practice.**

## WHAT YOU WILL DO

As HR business partner you will serve as a trusted advisor to our management team, providing strategic HR support and guidance to drive organizational effectiveness, employee engagement, and talent development initiatives in Belgium and France:

- **Talent acquisition and management:** Oversee the recruitment process, from job posting to onboarding. Develop strategies to attract and retain top talent. Manage performance appraisal systems and provide guidance on talent development and career progression. This also includes the salary negotiations.
- **Track monitoring:** develop and implement performance management processes, including goal setting, performance evaluations, and feedback procedures. Work with managers to address performance issues and develop improvement plans. Organize ad hoc committees with the management.
- **Training and Development:** Identify training needs within the organization and develop training programs to enhance employee skills and competencies. Provide coaching and support to the managers and employees to facilitate professional growth.
- **HR Analytics and Reporting:** Utilize HR data and analytics to identify trends, track key metrics, and provide insights to support decision-making. Generate HR reports and dashboards to monitor HR KPI's and measure the effectiveness.
- **Change Management:** Lead organizational change initiatives and support managers in navigating changes effectively. Provide guidance on change communication and stakeholder engagement.
- **Payroll processes:** ensure accurate and timely processing of employee compensation and benefits. This includes overseeing payroll administration in Belgium and France, coordinating with finance and accounting departments, and ensuring compliance with relevant laws and regulations.

## WHAT WE NEED FROM YOU

- Over 10 years of professional experience; former experience in the HR domain is expected.
- A deep sense of empathy, social & communication skills, and an ability to foster trust in relationships and influence stakeholders at all levels of the organization.
- Solid project management skills, with the ability to manage multiple priorities and deliver results efficiently.
- Certification in coaching or non-violent communication
- Rigorous, punctual, precise, and meticulous - both in your organization and in your deliverables
- Alignment with our values: joy, impact, excellence, and independence.
- Demonstrated interest and experience in social and/or environmental impact.
- Master's or Bachelor's degree; open, problem-solving, and critical mindset; ability to analyze and synthesize.

## WHAT WE OFFER

- Work for a company at the top level of Philanthropy and Impact investing, close to its latest innovations and best practices.
- Intrapreneurial adventure.
- Be inspired and work for an activity that brings positive change to the world.
- Fun and caring team that is highly regarded in the Impact space in Western-Europe.
- Competitive compensation (fixed and variable), based on your experience.

**Our strength lies in our differences – we want our workplace to be inclusive and are committed to building a team with diversity of identity, experience and thought. If you work for us, we'd like you to feel you can be yourself and achieve your full potential.**

## HOW TO APPLY

- Send your CV and a short motivation letter to [jobs@telosimpact.com](mailto:jobs@telosimpact.com) with 'HR BP' as reference
- Deadline: May 30, 2024.
- More information? Check our website: [www.telosimpact.com](http://www.telosimpact.com).