



STAVROS  
NIARCHOS  
FOUNDATION  
CULTURAL  
CENTER

ΚΕΝΤΡΟ  
ΠΟΛΙΤΙΣΜΟΥ  
ΙΔΡΥΜΑ  
ΣΤΑΥΡΟΣ  
ΝΙΑΡΧΟΣ

## Human Resources Director

Designed by the architectural firm Renzo Piano Building Workshop, the Stavros Niarchos Foundation Cultural Center (SNFCC) is a sustainable, world-class cultural, educational and recreational urban complex that includes the new building facilities of the National Library of Greece and the Greek National Opera, alongside with the Stavros Niarchos Park. It was constructed through a grant from the Stavros Niarchos Foundation and was transferred to the Greek State in February 2017.

SNFCC Single Member S.A. is a public benefit organization, responsible for the maintenance, operation, and management of the Stavros Niarchos Foundation Cultural Center and the Stavros Niarchos Park, while at the same time, developing its own cultural, educational and sports programming, open to all and free of charge, thanks to an exclusive grant from the Stavros Niarchos Foundation.

SNFCC Single Member S.A. is an employer that provides equal opportunities, through prohibiting discrimination against employees or candidate employees regarding their race, skin color, religion, nationality, ethnic origin, gender, age, disability, marital status, sexual orientation or any other category protected by the law. SNFCC Single Member S.A. ensures that all candidates will be treated equally with accordance to their qualifications and the conditions laid down by the law.

The **Human Resources Department** aims to implement the strategy and achieve the objectives of the Organization through policies, services and advice that lead to the development, satisfaction and maximum performance of its staff.

SNFCC is seeking a candidate to fill the position of a **Human Resources Director**, reporting to the Managing Director and the General Manager of SNFCC Single Member S.A. **The ideal candidate** will contribute to the creation of a working environment and a corporate culture that increase staff satisfaction and support the achievement of the Organization's goals, as well as the design of policies, systems and procedures for the management and development of human resources. He/she will be responsible for advising Directors on human-resources matters.

### Key Duties and Responsibilities

- Create human-resources policies and procedures and inform staff accordingly
- Design performance management and reward systems, and staff development plans and coordinate their implementation

- Identify training needs, coordinate the development and implementation of training programs, either within the Organization or in collaboration with contractors
- Contribute to the development of the Organization's ESG initiatives on inclusion, diversity enhancement, fairness and transparency in human resources
- Evaluate and design proposals regarding the Organization's structure and the required roles, in alignment with the Organization's objectives (organizational design)
- Manage labor relations and ensure the Organization's legal compliance
- Advise the Organization's Management on human-resources matters
- Be a point of contact for all employees for any concern
- Contribute to the promotion of the Organization as an Employer of Choice
- Identify, prevent and manage risk at work
- Supervise the management of payroll, scheduling and shift planning, etc. and the relevant reports to the authorities
- Supervise the Organization's recruitment process, selection of and collaboration with consultants, candidate evaluation, employee hiring and onboarding, the termination process
- Supervise the drafting of employment contracts and job descriptions, and the keeping of personnel records
- Supervise the design and selection of partners for employee benefits, e.g. medical care, pension plan, etc.
- Manage and develop HR team members
- Prepare reports to Management on the planning and performance of the department's initiatives
- Represent the Organization to third parties and to the authorities as set out by the Management

### **Requirements**

- Bachelor's Degree in Human Resource Management, or Business Administration, or Psychology or relevant field
- Postgraduate degree in Human Resource Management or relevant field
- Proven track record of at least 15 years in positions of responsibility in Human Resource Management
- Extensive experience in training and development, and talent management
- Extensive experience in performance management and reward systems
- Excellent knowledge of Labor Law
- In-depth knowledge of HR best practices
- Experience in international or large Greek organizations or companies will be considered as an asset
- Excellent command of the Greek and English languages in speaking and writing
- Excellent knowledge of MS Office, particularly Excel and PowerPoint, and knowledge of HR information systems

**Soft and Hard Skills**

- Strong leadership and organizational skills
- Strategic thinking and understanding of the organization's goals, informed by an understanding of employees' needs
- Ability to build relationships with the personnel across all levels of the organization and with different stakeholders
- Decision-making and problem-solving skills
- High standards for deliverables and performance
- Excellent interpersonal and communication skills
- Excellent project management skills, with the ability to deliver projects on schedule and within budget
- Self-leadership and initiative
- Professional maturity and demonstration of conduct governed by integrity, transparency and confidentiality

**Application Procedure:**

- The submission deadline is May 12, 2023, 16:59 EEST.
- Candidates must submit their resume and a brief letter of interest [HERE](#).
- All applications will initially be assessed by an independent human resources consulting firm. Interviews with shortlisted candidates will follow. All candidates will be notified in writing of the recruitment process completion.
- All SNFCC facilities and offices are fully accessible to Persons with Disabilities.