



Design Academy Eindhoven

is looking for a

Manager Human Resources

(28 hours a week, 45 weeks, 0.76 FTE)

Design Academy Eindhoven (DAE) is worldwide one of the leading educational institutes in the field of Design. The various departments within the four-year Bachelor programme and the two-year Master programme train students from different perspectives to produce critical and socially engaged designers.

Besides the educational programmes, DAE has two international lectorates focussed on collaborative research projects.

The programmes within DAE share the political values of an inclusive society that embraces diversity in every aspect. In addition, the hybrid, conceptual, contextual and international approach to design is characteristic for the programmes within DAE.

DAE sees design as a means to reflect on social developments and problems and as an aid to look for and explore alternatives. The fact that many nationalities and cultures meet here, enriches our work area and contributes to the validity of the projects in a worldwide context.

In addition to being an educational institute, DAE functions as a cultural institute. This interaction is one of the most important building blocks for both our curricula and our research agenda and enables DAE to train people who are capable of making meaningful contributions to social developments around the world.

Because our current Manager HR will soon leave DAE for a new challenge, DAE requires a senior manager HR for its supporting services.

The Manager HR reports to the Executive Board and is a member of the management team. Broadly speaking, this position focuses on the following key areas:

- Developing HR policy, creating, implementing and propagating support for innovation
- Providing input from an HR perspective at strategic, tactical and operational level
- Initiating and leading HR projects, resulting from intended developments and ambitions
- Full sparring partner for the Board, staff council and management
- Managing the HR department.

Tasks and responsibilities:

- *Policy development.* Translates the strategic policy into HR objectives. Advises the Board on request and otherwise on the consequences for personnel of an intended policy. Follows internal and external developments, prepares policy proposals actively involving the line management on themes. Translates the HR policy into activities and instruments. Ensures a consistent HR policy in various subareas. Is a member of the MT and bridges topics from own policy area. Coordinates the HR policy and ensures the implementation of the policy.
- *Organisational development and changes.* Interprets Board policy intentions with a vision and long-term plans with regard to organisational change and development. Maps out the personnel and financial consequences in the medium and long term. Supervises organisational change trajectories

and monitors the progress and quality. Advises and supports the (line) management throughout the trajectory.

- *Advising and supporting line management.* Advises and supports the line management in the implementation and execution of HR policy and on the line management's role in this. Monitors the careful treatment of employees that does justice to the principle of good employment practice.
- *Directing HR processes.* Sets up the administrative organisation by drawing up procedures and general methods concerning the development and professionalization of the processes in HR administrative areas. Coordinates the execution thereof.
- *Directing the execution* of the work within HR and contributes to the execution of operational tasks where necessary.
- *Takes care of information provision* in the form of management reports and supports budget holders. Assesses applications from employees within the scope of schemes relating to legal status and takes care of the settlement of them.
- *Management.* Manages the HR staff, holds performance reviews and assessment interviews, performs management tasks in the human resource care field and ensures proper and individually matched personal development of the HR employees.

Candidate profile

- University level professional and intellectual ability, obtained through completed relevant professional education at academic/master level (e.g. business administration, law, human resource studies, organisational psychology)
- Knowledge of management methods, labour law, HR processes and supporting systems
- Business knowledge and insight
- Experience with change management
- Knowledge of and multiple-year experience with the management of an HR department
- Demonstrable experience supervising reorganisations/structural changes/transitions
- Knowledge of and experience with steering organisational development and structuring processes
- Analytically and conceptually strong
- Communicatively very skilled, strong in connections and unwavering
- Being able to deal with resistance and opposing interests and contradictions
- Coaching skills, being able to motivate and stimulate
- Enthusiastic, open and driven to develop themselves and the team
- Enterprising, flexible, thinking in terms of opportunities
- Engagement and affinity with art education.

Our offer

We offer a challenging, independent and responsible position in a dynamic work environment. Salary indication: scale 12 or 13, depending on knowledge and experience. The employment terms are in accordance with the collective wage agreement CAO-HBO, including the 8.3% end-of-year bonus. Initially, a temporary position is offered, with the option of an extension.

Information and application

Interested candidates that meet the profile above can apply. For more information about the position content, please contact Miranda Delahay, Manager HR, miranda.delahay@designacademy.nl.

Please send your application with CV by email to vacatures@designacademy.nl before 18 March for the attention of Karin Verhees, stating the particular position.