



CARING DEEPLY. CHANGING LIVES.

HR Site Lead, Solothurn (Associate Director)

About Biogen

Biogen (NASDAQ: BIIB) is a biotechnology leader that discovers, develops and delivers innovative therapies to improve the lives of patients. As a company, Biogen recognizes that cutting-edge science and medicines can change the course of devastating diseases.

For more information please visit: www.biogen.com/careers

Job purpose:

The HR Site lead will be joining Biogen at an exciting time as we build our new state of art biologics manufacturing facility in Solothurn area. We will break ground to begin construction of our facility in January 2016 and hope to be fully operational by end of 2018 / early 2019. The new facility will employ over 300-400 employees. Our new facility will revolutionize the biotech manufacturing industry by becoming the “next generation manufacturing facility” and set new standards for the industry.

This role will report into the Head of Human Resources for Global Biologics Manufacturing & Technical Operations division (in Cambridge, Massachusetts) and be part of the Global Biologics Manufacturing HR team and broader Biogen HR Community. The role will closely partner with our HR ZUG & EU colleagues to ensure adherence to overall Biogen HR Practices while customizing and handing special needs for Solothurn site. This role will partner with our HR EU Ops team to ensure delivery of world class services to our new employees hired at the new facility.

Initially, the focus of the role over the next 12-18 months will be very hands-on (including administrative) and help establish basic HR infrastructure, tools, and processes to support the start-up while supporting on daily basis the overall hiring growth of the facility, onboarding activities, and day to day HR issues/tasks. The role will play the coordinator role to ensure sound and relevant HR policies, procedures, templates, and other solutions are created to support Solothurn facility. During start-up, the role will partner and work closely with the VP, Next Generation Manufacturing, VP, Global Engineering, and named VP, GM & Manufacturing and leadership team to ensure HR practices are meeting business needs and aggressive timelines. This role will be a member of the Solothurn Site Leadership team and eventually matrix report into VP, GM & Manufacturing of new facility.

Over time, the role will provide human resource support to the Solothurn site, and will execute on standard HR initiatives. The HR Site Lead will also provide strategic HR consultative support to the Site Leadership Team, and work closely with all HR Center of Excellence (COE) partners to ensure an integrated customer experience in delivering HR services. This role will be responsible for developing and delivering world class Human Resources strategy and operational excellence for the new site. The incumbent will utilize extensive knowledge of the business to diagnose short-, and long-term local, regional and cross-functional human capital needs and assure the attraction, development and retention of top talent.



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Principal Accountabilities

New Site HR Set-up Activities & Administration:

The role over the next 12-18 months has a significant operational and tactical component and requires someone who is highly results focused, can work independently, roll-up their sleeves, and work within a matrix organization to accomplish the necessary goals and objectives. Some of these activities and items include:

- Lead and facilitate the necessary activities to set-up required HR tools, processes, infrastructure to ensure successful growth our facility
- Help document and create necessary tools and templates as needed
- Partner with HR COE Partners to source, recruit, and hire new employees
- Review and approve offers; help facilitate onboarding of new employees and expats
- Attend to all HR administrative tasks and items for the site
- Be the point of contact for HR activities and practices for the new site – be accountable for HR at the site
- Liaise with the site business leaders to ensure HR services are being delivered timely, with high quality, and ensures compliance
- Trouble shoot issues and work with appropriate parties to drive resolution
- Manage cross-functional HR team to deliver start-up activities and needs for the new site
- Be expert on Swiss HR practices and local employment law

Business Strategy, Organisational Architecture and Capabilities:

- Executes strategic and local operating plans into HR strategic and operational plans.
- Work with local site leadership team to plan and budget for sustainable organisational growth. Identify the organisational capabilities and talent pipeline required to execute the business strategy.
- Drive cross-functional alignment and the deployment of effective, prioritised functional support to the Business, where functional goals and objectives are entirely business-driven.
- Develop staffing strategies and implementation plans and programs to identify and retain talent within, and attract talent for the region. Identify competency, knowledge and talent gaps and develop specific, effective and timely practices to fill the gaps.
- Champion a learning culture and drive effective knowledge management across the organisation.
- Provide HR support to the [Site Leadership Team/s](#).
- Sponsor and lead regional projects, including executive visit preparations, external relationship building within the community and other regional initiatives.

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Operational Excellence:

- Support development of fundamental people management skills front-line and mid-level leaders in site through facilitation and delivery of basic management content.
- Provide monthly reporting to a variety of constituents on site initiatives and activity and team status.
- Understand site workforce plans and work with HR COE Partners in the region to proactively manage any site initiatives associated with those plans.
- Ensure that corporate policies are practicable and practiced at local level. Ensure structure and a necessary level of standardisation to drive efficiency, but avoid bureaucracy.
- Continually assess the competitiveness of all programs and practices against relevant comparable companies, industries and markets for the region.
- Work effectively with the other regional HRBP's to coordinate and integrate support for the business.
- Assure quality by providing feedback and direction to HR COE Partners and other HRBPs about HR solution effectiveness and service delivery.

Qualifications required for the role:

- Experience supporting manufacturing environment (biotech preferred)
- Demonstrated understanding and experience with Swiss HR practices and employment laws
- Fluency in Swiss German / German required – proficiency in French (added plus).
- Relevant experience with start-up businesses; expertise with setting up new organizations
- Ability to roll-up sleeves and get things done; have a results-orientation
- Aptitude to work independently and across matrix organization; influence without authority
- Strong sense of organizational awareness and ability to navigate complex and highly matrixed environments
- Able to build consensus and create collaborative relationships
- Creative problem solver with high level of initiative and sense of personal accountability
- Excellent communication skills
- Ability to quickly establish credibility with business leaders
- Demonstrated strong management, leadership, coaching expertise
- 7-10+ years HR experience in large, complex business environments
- Executive presence: gravitas
- Be a proven thought partner to the business

Education:

- Bachelor's Degree required, Masters (or equivalent experience) preferred