

	Description
Title	Human Resources Business Partner (HRBP)
Location	AC Immune SA, EPFL Innovation Park, Building B, 1015 Lausanne careers@acimmune.com
Activity rate	100%
Reports to	Human Resources Director (HRD)
Company profile	<ul style="list-style-type: none"> AC Immune is a clinical-stage Swiss biotech company focused on the development of innovative therapeutics and diagnostics for Alzheimer's and other neurodegenerative diseases. 120+ Employees, 20+ nationalities, IPO in 2016, listed on NASDAQ AC Immune SA is a progressive, equal opportunity employer
Role overview	<p>The HRBP is a key member of AC Immune's HR Team. He/She works closely with all line managers and leadership team to enable great employment experience.</p> <p>The HRBP collaborates closely with the HR team to ensure operational delivery of cyclical HR activities that are aligned with the business and HR team strategy, including delivering performance management, senior level recruitment, policy review and design.</p>
Key responsibilities	<ul style="list-style-type: none"> Partners with people managers and leadership team to manage delivery of resource, talent development needs and employees' performance Support the HRD and the leadership team in establishing robust succession plans Support the HRD with talent calibration and lead the implementation of development plans Support the HRD with performance management calibration and take the necessary actions when needed Lead senior leadership resourcing (for VP level roles) Lead actionable initiatives to assess and improve employee engagement Lead absence management activities including preparing analytics related to sickness, vacation, and other absences, working in close collaboration with the HR Generalist Contribute to any HR initiatives and projects to drive continuous improvement across HR processes and bring expected added value to the organization Coordinate the annual HR team's budget planning activities Represent HR leadership at all levels throughout the company Support the Workforce Intelligence & Total Rewards Manager on SOX and equity plans, as well on payroll
Qualifications & Skills	<ul style="list-style-type: none"> 5+ years of relevant experience in a similar HRBP role Experience working in an International HR environment Coaching & conflict management skills Proficient with a range of digital tools, Office applications, HR workflow and technology Full professional English & French proficiency Experience with SOX controls and company's equity grants is beneficial <p>Personal characteristics should include:</p> <ul style="list-style-type: none"> Excellent capacity to present clear oral and written updates Well organized and responsive Excellent team collaboration skills combined with capacity to act autonomously Ability to balance multiple and challenging priorities, and stakeholders