

Tiberghien is a leading tax-law firm specialising in client-oriented solutions for complex legal cases. The office is known for its entrepreneurial and business-oriented approach. Our offices in Brussels and Antwerp employ 54 lawyers and 27 support staff.

## HUMAN RESOURCES MANAGER

**Purpose of the job:** The HR Manager is responsible for organising and implementing the firm's HR policy and acting as a central contact point for all staff at all levels (e.g. Partners, Associates and support staff).

**Place in the organisation:**

The HR Manager reports to the Managing Partner and may also be called upon to advise the Management Board on HR matters.

**Job description:**

- Supervise the HR processes and procedures, adapting and changing them as required.; in concrete terms this means designing an overall HR structure and the procedures and processes within it, managing them on a day-to-day basis, monitoring them and reporting on them to the Management Board;
- Recruit and select new members of staff as required. Organise the practical and documentary aspects of their arrival and initial training;
- Co-ordinate and monitor the annual staff appraisal process;
- Support and train the firm's mentors and managers as required;
- Co-ordinate Career Development Plans for individual members of staff;
- Manage confidential staff files and provide support to retiring members of staff;
- Manage and improve the firm's Work Regulations and payroll administration;
- Monitor changes in employment legislation and make changes to HR processes as required (e.g. to Work Regulations, employment contracts, extra-legal benefits, etc.).

**Profile:**

- You have at least 8 years' experience in a general HR role, including at least 2 years as an HR Manager;
- You have experience of drawing up and implementing an HR policy; preferably within a law firm or similar;
- You hold the relevant HR qualifications and have followed specialist HR training courses;
- You speak and write Dutch and French at bilingual level and are also fluent in English;
- You have a strong personality, and will quickly be able to gain the trust of the Partners;
- You are motivated to achieve high levels of internal client satisfaction;
- You have a "hands-on", "can-do" approach to your work;
- You have highly-developed social skills, you can be discreet, candid and diplomatic.

**Offer:**

- We offer a senior position within one of the largest independent law firms in Belgium.
- We will pay a market-based salary and benefits in line with your professional experience and background.

**Interested?**

For further information and/or to apply, please contact Mr Dirk De Clippeleir by email to [dirk@clipconsulting.be](mailto:dirk@clipconsulting.be)