



POSITION DESCRIPTION

Job Description : Human Resources Manager US

Type : Part-time

Location : East Coast – Indianapolis preferably

Date : Immediate

About Telix Pharmaceuticals Limited

Telix Pharmaceuticals Limited (“Telix”, the “Company”) is a Australian public Company (ASX:TLX) headquartered in Melbourne with operations in Europe, the US and Japan. Our mission is to be a leading, global biopharmaceutical Company in the field of “theranostic” radiopharmaceuticals and the Company is currently developing a mid-late stage pipeline of products in prostate, kidney and brain (GBM) cancer.

Description

This role is an integral part of the wider Telix team, specifically ensuring the delivery and execution of the People & Culture initiatives within the US business.

The role will require the management of the end to end employee lifecycle, including experience with recruitment, local employment legislation and employee engagement.

As a trusted partner of the business there is a requirement to work across all levels of the organisation, manage sensitive matters and exercise sound judgement.

The role is based in Indianapolis reporting into the Global Director of People & Culture based in Melbourne. The candidate is expected to interact with key staff in international locations and across the US.

Key Objective: To work collaboratively and impactfully with the US team and HQ to provide a range of operational people and culture (human resources) services, administration and support to Telix employees, which contribute to the company’s strategic goals. Initially a key focus of the role will be to successfully onboard the new sales / commercial team.

Key Accountabilities:

1. Coordinate end to end recruitment process, including advertising vacancies internally and externally, conduct initial phone screening of candidates, liaising with managers to set up interviews, providing feedback to candidates and reference checking, up to and including relevant onboarding and induction (specially and initially the sales / commercial team)
2. Recommend, champion and maintain policies and procedures and position descriptions
3. Lead and support employee engagement initiatives
4. Nurture a positive working environment which promotes the Telix values and culture

5. Provide advice and day-to-day support to managers on various HR queries including; generalist HR, policy and payroll enquires, performance management and employee relations
6. Support the Global Director P&C in the provision of people, culture, governance and risk awareness leadership for the Group
7. Counsel and coach employees and Managers as required
8. Accountable for effective implementation and embedding of key HR activities, including but not limited to the annual performance and development planning process, including supporting employee opportunities for professional development
9. Provide the necessary support for payroll requirements
10. Participate in cross functional people and culture activities to support others in the team to share knowledge and resources

Education and Experience:

- Tertiary qualifications in HR or a related discipline
- Minimum 4 year's generalist human resources experience
- Sound knowledge of HR processes and legislation

Personal Attributes:

- High attention to detail and an ability to work autonomously as well as part of a team
- A positive, collaborative, can-do, resilient and flexible attitude
- Proven interpersonal, communication and relationship building skills
- Strong negotiating, conflict management and influencing skills
- People orientated and results driven

Contact

For further details and information pertaining to compensation for the role, as well as expressions of interest, please contact Telix People and Culture at employment@telixpharma.com



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