

FIM Human Resources Manager

Job description

80 – 100 %

Reporting to the FIM Deputy CEO

Based in Mies (VD), Switzerland

Start: asap/tbd

THE FIM

Founded in 1904, the Fédération Internationale de Motocyclisme (FIM) is an International Federation formed by 121 National Federations throughout the world and is recognised as the sole competent body in motorcycle sport by the International Olympic Committee (IOC). The FIM is the worldwide governing body for motorcycle sport and the global advocate for motorcycling. With some 50 World Championships organised under its aegis, the FIM works for the benefit of the sport and all its stakeholders.

The FIM Administration is looking for its next Human Resources Manager to replace the incumbent leaving at the end of May. You will work in collaboration with her until she leaves and will report to the FIM Deputy CEO.

The objectives of the position are as follows:

To lead and direct the HR Department (including one assistant) and perform its routine functions including managing the hiring and interviewing process, administering pay, benefits, and leave, and enforcing company policies and practices. Additionally, the HR Manager has the responsibility to arrange and maintain insurance protection for the organization's assets and liabilities. The role involves providing risk and insurance analysis for the FIM and IFM (foundation), as well as any other potential international programs for the CONUs and FMNs.

Your tasks in this position include the following:

- Partners with the leadership team to manage and execute the organisation's human resource and talent strategy particularly as it relates to current and future talent needs, recruiting (with external partners, within the FIM Family and with internet-based means), retention, and succession planning.
- Manages the talent acquisition process, which includes recruitment, interviewing, and hiring of qualified job applicants, particularly for managerial and professional roles; collaborates with departmental managers to understand skills and competencies required for openings.
- Analyses trends in compensation and benefits; researches and proposes competitive base and incentive pay programs to ensure the organization attracts and retains top talent.
- Provides specific packages for foreign new employees (language course, relocation help, local tax consulting, Etat de Vaud IF specific "Welcome home" session etc.)
- Provides support and guidance to line managers, FIM management, and other staff when complex, specialised, and sensitive questions and issues arise; might be required to administer and execute routine tasks in delicate circumstances such as

investigating allegations of wrongdoing, and terminations and oversees employees' disciplinary meetings, terminations, and investigations.

- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies (Federation Internal rules) and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- In cooperation with the FIM Academy, provides inputs to create learning and development programs and initiatives that provide internal development opportunities for employees.
- In cooperation with the FIM Academy, develops adequate induction and training for onboarding newcomers to the Federation.
- Provides constructive and timely performance evaluations and assists the Management and line managers with the performance management and review process.
- Manages HR reports.
- In cooperation with the General Services, organises FIM outings and staff various events.
- Performs other duties as assigned.

Supervise all HR Administration

- Supervises the HR & Insurance assistant.
- Oversees the daily workflow of the department.
- Oversees the drafting of all contract, correspondence, work certificates, work permits, etc.
- Identifies necessary support systems for HR and payroll requirements.
- Oversees process monthly payroll (and yearly closing) with outside provider.
- Law on Occupational Pension Scheme (LPP) – member of the “Comité de Gestion” and main point of contact for the LPP partner (Trianon); supervises and handlea all administrative duties related to the LPP for FIM and Staff.
- Oversees the HR software.
- Provides statistics to Federal authorities and other required information.
- Being responsible for apprentices involves overseeing their recruitment, orientation, training planning, and providing ongoing support to ensure their successful integration and development within the organization.

FIM Volunteers – HR Management (to be developed)

- Drafting of yearly Agency Agreements of FIM Agents and monthly/events payments processing and follow-up.
- Management of HR side of FIM Volunteers.
- Manages the process of candidature and nomination of commissions' members.
- Maintains an up-to-date roster of volunteer's positions within the FIM.
- Identifies development/training opportunities for volunteers in coordination with Commissions' Directors and Coordinators and the FIM Academy.
- Puts in place an appraisal system for volunteers.
- Develops and manages a recognition system for volunteers.

FIM Insurance programmes

- Working with Brokers and insurance companies to gather & review information for corporate insurance policies, arrangements and renewals and for any new coverage the company is willing to subscribe.
- Review and negotiate contractual insurance obligations placed on the organisation. Instruct Broker to arrange and place appropriate insurance programmes to protect the organisation.
- Lead the monitoring, records and reporting on the insurance arrangements made on behalf of the organisation by external insurance Brokers.
- Lead the property, general liability, Directors and Officers (D&O) and any mandatory insurance coverage required by the business renewal process, to ensure the programme renewal is cost effective with broad policy cover. Make recommendations for rating, wording and insurers to Operations Director according to the budget allocated.
- Lead the Advantage insurance program and the Rider's insurance program renewal process to ensure its future and any other projects as the FMNR/Organiser's insurance program.
- Identify property acquisitions and sales and ensure insurance arrangements are up-to-date, premiums agreed with insurers and premiums billed to tenants as appropriate and lead tender process with the Operations Director.
- Identify new insurable risks within the Business and make recommendations for effective management of the risks exposure.
- Working with the Operations Director to report to the organisation on cover arrangements, premiums and recoveries.
- Manage the review of leases and ensure insurances are in place and recoverable with the legal department.
- Manage the liability claims notification process to insurers so that the insurers have sufficient information to investigate claims and monitor the effectiveness of the insurer's claims handling service. Ensure that claims are redirected to service providers wherever possible and ensure the terms and conditions of contracts are clear and robust.
- Identify areas for improved risk management practices within the organisation – both property and health and safety related.
- Identify and work with the organisation to create practices and procedures that ensure risks are managed effectively from an insurance viewpoint. Keep procedures up-to-date and ensure appropriate people are aware and able to follow the procedures as appropriate.
- Set strategy for event management within the organisation, produce clear guidelines and ensure adherence to the procedures, in conjunction with relevant teams.

- Reviewing existing processes and recommending changes to the insurance computer systems which will involve liaising with IT Team.
- Resolve insurance queries from departments and third parties with the legal department.
- Handling any insurance matters and training needs for the FMNs.
- Following up on pending claims and meticulously maintaining key performance indicators (KPIs) to monitor and drive the resolution of each case efficiently.

YOU OFFER

- You are of Swiss nationality or hold a valid work permit for Switzerland.
- Bachelor's degree in Human Resources, Business Administration, or related field required, Master degree education level is an asset.
- Swiss Federal Certificate of Assistant in Human Resources (Diplôme Fédéral Certificat de Gestionnaire en ressource humaines); Swiss Federal Certificate of Specialist in Human Resources (Brevet Fédéral de Spécialiste en Ressource Humaines) is an asset. Thorough knowledge of Swiss (and possibly EU) employment-related laws and regulations.
- Proven experience in insurance is an asset.
- Excellent verbal and written communication skills in English and French (any other languages are an asset).
- Strong communication skills and understanding of multicultural sensitivities, political sense, emotional and social intelligence.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Integrity, sense of responsibility, professionalism and discretion.
- Proficient with Microsoft Office Suite or related software as well as HR specific software's – ability to learn quickly.
- Excellent organisational skills and attention to detail.
- Analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate (if there is someone to delegate to, not always the case).
- Ability to adapt to a constantly changing international environment and to acquire knowledge in a wide variety of fields.
- Ability of working independently and taking initiatives; to respect deadlines, flexibility
- Previous successful work experience in an international environment.
- Willingness and availability to travel, including over week-ends 2-3 times/year
- Knowledge and/or interest in motorcycling sport.

Interested? Please send us your complete job application (including cover letter, CV and copies of your work references and diplomas) the Job-Up platform by using the following link: <https://www.jobup.ch>

The FIM is an equal opportunity employer.

We would be delighted to receive your full application. Please note that CVs not corresponding to the above requirements will not be considered or receive a reply.