



SUSTAINCERT
KNOW YOUR IMPACT

JOB DESCRIPTION

HEAD OF TALENT ACQUISITION & DEVELOPMENT

February 2022



An exciting opportunity to join a fast growing international company in its early stages, where you can really make a difference!

Come join our team of mission-driven individuals with big ideas, tireless optimism and the belief that our work can change the world.

1. SUSTAINCERT

At SustainCERT, we help quantify and report on the social and environmental impacts from a wide range of sustainability interventions. Our role is to provide robust evidence of progress towards our collective sustainability goals and ensure climate pledges bring real, meaningful impact on the ground.

We deploy technology to create the next-generation of impact accounting and improve the way carbon emissions are measured, reported and verified: more simplicity, more affordability, more efficiency and always the best level of accuracy and credibility.

We are on a mission to mainstream best-practice for the benefit of all – businesses, people and the planet.

2. ABOUT THE POSITION

Reporting to the CEO, the Head of Talent Acquisition and Development will be responsible for the delivery of SustainCERT's talent acquisition and development goals and oversight of human resources administration.

SustainCERT is incorporated in Luxembourg, but this position is ideally located in The Netherlands (Amsterdam).

3. PRIMARY RESPONSIBILITIES AND TASKS

Key Responsibilities

1. Lead talent acquisition activities
 - Develop and implement a strategy to attract top talents (including partnerships with universities and internship programs)
 - Coordinate with hiring managers all recruitment activities
 - Ensure qualitative and timely recruitments processes and onboarding processes
 - Strengthen internal recruitment processes and capacity through a combination of change management and trainings
2. Lead talent development activities
 - Develop and implement a strategy to develop our talents combining internally developed trainings, knowledge management and externally mandated trainings
 - Oversee the implement of regular performance evaluation processes in line with company policy
 - Monitor employee satisfaction and propose actions to enhance satisfaction whenever required
3. Oversee all human resources management activities



- Oversee the work of the HR Manager
- Coordinate actively with Finance and Legal on relevant matters
- Develop new and improve existing human resources processes and policies
- Support the strengthening of SustainCERT's collaborative, innovative and entrepreneurial culture
- Propose and implement a strategy to deliver on SustainCERT's ambition to become the Employer of Tomorrow

4. QUALIFICATIONS

- At least 7 years of overall professional experience; ideally 2-plus years of senior talent acquisition and development experience in fast growing companies
- Track record of successfully managing talent acquisition, talent development and human resources administration
- Excellent understanding of the challenges associated with fast growth in relation to human resources management
- Experience in driving change across functional areas ideally in a start-up to scale-up context
- Strong interest for innovative, progressive human resources practices (e.g 4 day week, psychological safety)
- Experience managing a remote and culturally diverse team
- A successful track record in setting priorities; sharp analytic, organization and problem solving skills which support and enable sound decision making
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders
- A multi-tasker with the ability to wear many hats in a fast-paced environment
- Personal qualities of integrity, credibility, and dedication to combatting climate change
- Strong team player
- Excellent communication and interpersonal skills
- Ability to work independently and on own initiative
- Minimum of a BA, ideally with a related graduate degree

4. APPLICATION DEADLINE

Please send a cover letter and resume to recruitment@sustain-cert.com, the position will remain open until a suitable candidate is found. Candidates selected for a first round interview will be notified by email. Please note that we will not notify you directly if you are not selected for an interview.