

Senior/Principal Staffing Consultant - Product Development

Job ID: 00413859

Job Function

Human Resources

Schedule

Full-time

Location

United States-California
South San Francisco

Job type

Regular Employee

Company/Division

Pharmaceutical

Job Level

Experienced

Who We Are

At the Roche Group, about 80,000 people across 150 countries are pushing back the frontiers of healthcare. Working together, we've become one of the world's leading research-focused healthcare groups. A member of the Roche Group, Genentech has been at the forefront of the biotechnology industry for more than 30 years, using human genetic information to develop novel medicines for serious and life-threatening diseases. The headquarters for Roche pharmaceutical operations in the United States, Genentech has multiple therapies on the market for cancer and other serious illnesses. Please take this opportunity to learn about Genentech, where we believe that our employees are our most important asset and are dedicated to remaining a great place to work.

The Position

As a Principal Staffing Consultant, you will play a lead role in managing the recruiting and hiring programs for our Product Development Staffing

Main Deliverables:

1. Play a lead recruiting role for approximately 100 positions annually, with an average requisition load of 30-40.
2. Play a lead role in key Product Development wide staffing initiatives, including those supporting our diversity and hiring best practices programs
3. Partner actively with HR Management to drive internal talent development and succession planning programs
4. Provide original thinking to staffing challenges and execute on ideas for improving patterns of work

Main Accountabilities:

- Deliver Recruiting Results
- Recruit with Insight and Strategy
- Innovate and Expand Possibilities
- Value Collaborations, Communication, and Teamwork

- Execute on Tactics, Tools, and Technology

Full Responsibilities:

- Managing expectations of hiring managers and candidates, identifying and resolving issues
- Drive the employment process and strategies within assigned organization, including developing complex recruiting strategies
- Demonstrate thorough understanding and adherence and enforcement of internal staffing process as well as contribute to the development of staffing process improvements
- Ensures recruiting solutions are consistent with Corporate Staffing goals and objectives
- Partner with Diversity and sourcing counterpart to develop and implement sourcing plans and strategies for your client groups while ensuring that the elements of diversity and organizational fit are included in the recruiting and hiring process
- Proactively manage escalation process related to all requisition activity (internal vs. external challenges)
- Perform executive recruiting, including identifying appropriate Contingency or Retained Search firms, maintaining relationships and partnering to ensure that candidates are interviewed expeditiously
- Develop advertising strategies for specific groups and coordinate advertising activities with recruitment advertising agency
- Build and maintain cross-functional relationships across HR and Staffing
- Utilize, update and maintain applicant tracking system and CRM
- May provide staffing reports and metrics
- Present information on results and metrics at different levels (i.e. to employees, peers and senior level HR and client groups)
- Act as point person for clients in providing staffing reports and metrics
- May Lead and or participate in HR related projects or enterprise wide initiatives.
- Partner with Client Group on internal talent management, including succession planning, talent review and internal candidate movement
- Coach managers in providing feedback to candidates, developing offers, determining competencies, coordinating and training interview team
- Partner with Diversity and HRDs to develop and implement a recruiting strategy that ensures our candidate pipelines are diverse
- Conduct interviews using in depth behavioral and skills assessment techniques
- Educate hiring managers on legal implications in hiring
- Adjust the strategy and align it with the changing needs of the business
- Ensure your compliance with EEOC/OFCCP regulations
- Act as project manager for client focused staffing projects (not just req focused)
- May partner with finance in determining headcount for client group, as well as manage the reconciliation of budgeted headcount vs. actual headcount
- Work with Staffing Manager on recommendations for the EC Group recruitment/relocation budget
- Oversee relocation/recruiting budget for individual client group at the officer level
- Manage multiple relationships, both internally and externally
- Attend professional conferences and networking events
- Responsibility for Conference/Event management related to external recruiting, partner with Corp Staffing in strategic direction of event, and determine ROI for event participation

Who You Are

Thorough knowledge of corporate business operations and the ability to translate business

needs into recruitment strategies and actions

Strong technical expertise in direct sourcing techniques

Substantial internal and external business knowledge

Thorough understanding of compensation guidelines and structures for a variety of roles

Demonstrated thorough understanding of legal implications in hiring

Demonstrated thorough understanding of relocation and immigration process and resources

Demonstrate strong negotiation and influencing skills

Ability to independently problem solve and come to solution on projects, key issues and obstacles

Ability to understand, articulate and sell Genentech's culture and business initiatives

- Demonstrated expertise In utilizing progressive sourcing options such as direct sourcing, web 2.0 recruitment tools, networking, college recruitment, diversity recruiting, employee referrals
- Ability to track and implement metrics to track recruitment success
- Strong assessment skills to evaluate candidate's technical background
- Strong assessment skills to evaluate candidates business and or technical background
- Knowledge of behavioral interviewing techniques
- Excellent customer service skills and a consultative approach when collaborating with internal and external clients
- Excellent verbal, written and presentation skills
- Demonstrated strategy development and execution
- Strong communication and relationship management skills
- Corporate staffing experience required; biotechnology or pharmaceutical recruiting experience preferred
- Strong teamwork and collaboration skills are required
- Eight (8) years recruiting experience
- Five (5) years executive recruiting experience preferred

Education

- Bachelors Degree in Human Resources, Business, Life Science or equivalent work experience

Genentech is an Equal Opportunity Employer.