

**Photon Energy Group** delivers solar energy and clean water solutions worldwide.

Working in the renewable energy arena for over 14 years, we continue to expand and are adding new business lines, markets and positions to our team.

We are a team of nearly 170 employees worldwide, spread across offices in Prague, Sydney, Warsaw, Budapest, Bucharest, Lodz, Amsterdam, etc. Not only do we believe in the potential of clean energy solutions, but we also live by these principles at work and in our employee community. As a public company, Photon Energy Group is transparent in its regular reports to the stock market and open to new suggestions from both employees and investors.

**To take care of our most valuable assets – our team members globally – we are looking for an experienced, proactive and independent HR business partner.**

## HR Business Partner

The HR business partner will manage and coordinate activities related to Human Resources. The main responsibilities include employee relations management in every aspect of the employee cycle, implementation of strategies and programs related to talent assessment, learning and development, performance management, building organisational capability and strengthening and maintaining corporate culture.

### Responsibilities

- ▶ Act as business partner, solution provider, advisor and counselor for the management team and employees. Provide guidance and direction on HR issues
- ▶ In close cooperation with the Group HR manager:
  - Develop and implement the Learning & Development strategy in the employee life cycle within the company
  - Ensure managers and employees are properly trained and certified
  - Develop and implement performance management processes, ensure that performance management practices are fully integrated, managers and employees are properly trained
- ▶ Manage the updated organisational structure and job descriptions
- ▶ Create, maintain and improve HR policies across the Group
- ▶ Organise and manage appropriate learning and training programs (hard/soft skills, language trainings, etc.).
- ▶ Provide consultation regarding legal HR-related topics (e.g. labour code). Run disciplinary procedures and consult other managers when needed
- ▶ Organise engagement surveys and employee assessments
- ▶ Encourage, collect and process feedback throughout the organisation at various levels
- ▶ Act as one of the points of contact for employees and a strong bearer of company culture and values

## Key Requirements

- ▶ University degree (Bc.) in business or an HR-related field
- ▶ Minimum 4 years of HR experience in a fast-growing organisation (preferably mid-size)
- ▶ Proven experience with the L&D and performance management process
- ▶ Practical knowledge of Czech HR labor law and organisational practices is a must
- ▶ Functional HR knowledge with a focus on policy and process formulation
- ▶ Fluent in English and Czech; other languages beneficial
- ▶ Ability to effectively communicate ideas and thoughts to people at all levels of the organisation
- ▶ Excellent management, organisational and prioritisation skills
- ▶ Positive attitude and solution-oriented approach
- ▶ Proactivity towards tasks and improvements
- ▶ Uncompromisable professional discretion, thoroughness and a personal need to follow through until issue resolution
- ▶ High level of independence

## Our Offer

- ▶ An interesting, challenging and meaningful job as part of an international team at a fast-growing global organisation
- ▶ Work in the promising sector of renewable energy
- ▶ MultiSport card: discounted access to leisure and sport facilities in the Czech Republic
- ▶ Flexible working hours and occasional home office
- ▶ Five weeks of paid holiday
- ▶ Various team-building and corporate events
- ▶ Personal and professional development courses
- ▶ Opportunity to learn and grow professionally, significantly broadening the skill set in HR
- ▶ Modern offices in Karlín (10 minutes from Florenc metro station on foot) with a relaxation area and indoor terrace
- ▶ Participation in an Employee Share Purchase Program after the first year of employment (company shares to a personal brokerage account as a bonus to your monthly salary)

If you are interested in the position and fulfil the above requirements, please send a CV in English along with a recent photograph to [careers@photonenergy.com](mailto:careers@photonenergy.com).