



"Do More, Be More, Build Your Biotech"

<https://www.biolabs.io/>

BioLabs, established in 2009 and headquartered in Cambridge, MA, are the premier co-working spaces for life science startups. Our collaborative lab space model is uniquely designed for scientific entrepreneurs to test, develop and grow their game-changing ideas by being paired with premium, fully-equipped and supported laboratory and office spaces alongside unparalleled access to capital and industry partners. BioLabs offers co-working environments through a network of 8 US-based locations, and with plans for expansion in the months ahead, we are currently seeking exceptional talent to join our growing company.

ROLE OVERVIEW

The **Director of Human Resources** will be an active member of the Senior Leadership Team by providing tactical and strategic consulting on people and organization development strategies in support of multi-year business objectives. Performs HR related duties at the professional level while supporting more than one functional group. Will carry out responsibilities in the following functional areas: talent acquisition and employee lifecycle process creation; employee relations consultation; policy interpretation and application, performance and compensation management consultation; benefits management; Diversity, Equity, Inclusion & Belonging initiatives; and talent management consultation. May carry out additional responsibilities to include organizational design and employee development initiatives/training.

KEY RESPONSIBILITIES

- Partners with Senior Leadership to align HR strategy and culture to business strategy.
- Acts as change agent to business through process design and approaches that support change and transformation – striving to lead mutual processes to best practice status.
- Analyzes trends and metrics in partnership with HR peers to develop solutions; programs and policies.
- Provides day-to-day coaching to leadership on a variety of actions to include employee relations issues, policy interpretation and application; talent management and development; and organizational design consultation.
- Conducts ongoing supply and demand analysis for leadership and business partners on current and future state staffing and skill needs and designs talent acquisition strategies to meet those needs. Actively participates in annual budget planning/labor forecasting process with leadership and business partners.

- Leads and/or supports annual HR cycle deliverables to include performance management; merit and bonus awards; benefits enrollment; etc.
- Performs talent acquisition for assigned client base. Prescreens candidate applications and resumes for required skills; experience and knowledge to fit position requirements. Makes referrals to hiring manager and ensures efficient turn-around activity.
- Grows and conserves network of contacts to help identify and source qualified and diverse candidates. Leverages on-line recruiting resources; employee referrals; network referrals; etc. to identify and recruit “best in class” talent.
- Facilitates process of candidate selection; interviewing; job offer; background check; and candidate on-boarding details.
- Co-facilitates New Employee Orientation (NEO) program for new hires.
- Evaluates issues, patterns, and trends to provide proactive insights for HR solution and program designs i.e. training to address certain needs.
- Partners with TriNet (Payroll; HRIS); and Compensation and Benefits functions as needed to provide solutions for clients.
- Partners with Vice President Operations and appropriate BioLabs leaders to grow the capacity of the organization’s key talent to include high potential identification (via Talent Management) and associated development programming, etc.
- All other duties assigned.

ROLE REQUIREMENTS

- Possess solid functional expertise across all general areas of HR, including Organizational Design, Workforce Planning, Diversity and Inclusion, Employee Experience, Talent and Performance Management, Total Rewards/Benefits, Employee Relations and Employment Law
- Proven client management and business literacy skills
- Strong interpersonal and negotiation skills
- Proven knowledge of full lifecycle recruiting components to include sourcing; qualifying; networking; assessing; selling and wage/salary trends
- Excellent interpersonal skills and effective verbal and written communication skills
- Proven ability to effectively coach employees and management through complex and difficult issues
- Ability to thrive in an ambiguous and rapidly changing environment
- Ability to set high personal goals and work independently
- Ability to organize, multi-task and prioritize tasks
- Ability to make recommendation to effectively resolve problems or issues
- Demonstrated project management skills
- Proven acuity in MS office suite, internet and data-base management

EXPERIENCE REQUIREMENTS

- Bachelors Degree in Human Resources or business related field
- Six (6) to Ten (10) years of HR experience with at least Four (4) years of experience in both talent acquisition and HR Business Partner experience
- Multi-site location client support experience a plus

- Biotech industry experience a plus
- PHR a plus
- Previous experience in coaching employees and management through complex, difficult issues
- Up to 10% travel required

COMPENSATION & BENEFITS

- Salary: Commensurate with experience and qualifications
- Retirement: 401(k) package options
- Medical/Dental/Vision: We offer a variety of medical plans, dental and vision plans, long and short-term disability, and life insurance
- Annual reviews with raises for those on track with strong performance

BioLabs provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

To apply for this position please email cover letter and resume to:

Careers@biolabs.io with Subject Line: "HR Director (Job Code HQBL-104)"