

**General Information**

<b>Job Title</b>	Succession Planning & Career Development Specialist	<b>Function</b>	HR
<b>Business</b>	HR		
<b>Brand</b>	deSter	<b>Country</b>	Belgium
<b>Unit / Location</b>	Hoogstraten	<b>Date Created</b>	May 5th 2022
<b>Created By</b>	Matteo Bagliani	<b>Approved By</b>	

**Job Summary:**

The Succession Planning and Career Development Specialist supports the organization to build sustainable competitive advantage from a people development perspective. She/He identifies, confirms and grows the talents across the entire organization, finding suitable challenges and opportunities for high potential and key employees. Where Succession Planning is carried out on a “top down” basis in response to organizational needs, Career Development is driven by the employee. The Specialist will bridge the gap between the two systems, improving engagement, reducing attrition and creating a positive culture that attracts more talents.

**Main Duties and Responsibilities:**

- Succession Planning: identifying and nurturing talents to fill anticipated business critical positions; it is employer driven to ensure a highly skilled talent pool is available to replace departing employees.
- Career Development: the systematic process employees use to chart their own career development path within an organization, giving them autonomy and a sense of control over their career.
- Support Employees carry out a self-assessment of their own individual abilities, interests, career aspirations and goals, including evaluating and understanding their current skills and experience that can help them to identify roles which may fulfil their potential.
- Mapping multiple career options based on self-evaluation to enable career development focused on both short-term and long term career goals.
- Career counselling to ensure goals are realistic and an effective plan is created.
- Recommending career paths, job enhancement, vacancies and job rotations aligned to skills, goals and aspirations.
- Regarding Succession Planning, evaluating existing talent and future skills requirements, involving the whole organization to identify business critical roles and competencies and experience needed.
- Evaluating existing employees against requirements, identifying talents in terms of performance and potential for meeting future skills needs.
- Assess for each individual, the development needs and skills gaps required to take them to the next level.
- Enable Employees to be prepared for future promotions, focusing on experiences and projects.
- Prepare development plans identifying progress along the way, aligning skills with business goals and strategies.
- Understand what top performers value most to improve retention and improve company culture.
- Design the methodology and run assessment and development centres.
- Proposes talents to newly created challenging job vacancies.
- Implements succession tables and runs the system of rotations in the organization.
- Designs mentoring and coaching methodology, stimulating regular feedback from program participants, mentors and coaches
- Builds the network of internal and external coaches and mentors

### Qualifications

#### **Education:**

- Bachelor of Master in HR related-field

#### **Work Experience:**

- At least 2-5 years in soft HR position

#### **Technical Skills:** (Certification, Licenses and Registration)

#### **Language / Communication Skills:**

- Very good knowledge of English
- Experience of working in an international environment

### Job Dimensions

**Geographic Responsibility:** Global

**Type of Employment:** Permanent, Full-time

**Travel %:** up to 10%

**Exemption Classification:** (United States only – Exempt, Non-exempt)

**Internal Relationships:** Global & HGS HR Team, Employees, Line Managers, LTM Members

**Work Environment / Requirements of the Job:** Hybrid work model

**Budget / Revenue Responsibility:** /

**External Relationships:**

### Organization Structure

**Direct Line Manager (Title):** VP HR

**Dotted Line Manager (Title, if applicable):**

**Number of Direct Reports:** 0

**Number of Dotted Line Reports:** 0

**Estimated Total Size of Team:** n/a

#### **gategroup Competencies Required to be Successful in the Job:**

- **Thinking** – Information Search and analysis & problem resolution skills
- **Engaging** – Understanding others, Team Leadership and Developing People
- **Inspiring** – Influencing and building relationships, Motivating and Inspiring, Communicating effectively
- **Achieving** – Delivering business results under pressure, Championing Performance Improvement and Customer Focus

### **Demonstrated Values to be Successful in the Position**

Employees at gategroup are expected to live our Values of Excellence, Integrity, Passion and Accountability. To demonstrate these Values, we expect to observe the following from everyone:

- We treat each other with respect and we act with **integrity**
- We communicate and keep each other informed
- We put our heads together to problem solve and deliver **excellence** as a team
- We have **passion** for our work and we pay attention to the little details
- We foster an environment of **accountability**, take responsibility for our actions and learn from our mistakes
- We do what we say we will do, when we say we are going to do it
- We care about our coworkers, always taking an opportunity to make someone's day better

*The above statements are intended to describe the general nature and level of the job being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. gategroup reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. Candidates may be required to go through pre-employment drug screen, criminal check and/or airport fingerprinting.*

*gategroup – an equal opportunity employer. We are committed to workforce diversity and actively encourage all qualified persons to seek employment with us, including, but not limited to, racial and ethnic minorities, women, veterans and persons with disabilities.*