

## JOB DESCRIPTION

### EUROPE IT LEADER

#### Mission:

Within the Region, the incumbent:

- Manages relationship with Plant Managers and their Leadership teams,
- Manages and develops the Site IT lead community jointly with their local supervisor/HR.
- Drives the IT Project Portfolio from budget definition to project launch and supervision/execution (jointly with relevant Competency Centers).
- Supports Global IT Operations processes by liaising with regional stakeholders (e.g. communications to Plant Management, coaching to Site IT leads).

#### Main tasks:

- **Project Portfolio:**
  - He/he drives the IT Project Portfolio in his/her region from Budget definition to project launch and supervision/execution (jointly with relevant Competency Centers). In other words, he/she makes sure that conditions are in place for the project to run smoothly (local alignment and marketing, local resources, local roadblocks, etc) in which case, he /she lets Competency Center and Site teams lead/execute the projects.
  - He/ she sponsors, with Competency Centers Site IT Leads for Project Manager positions on local and transversal projects in addition to their local support activities
- **Site IT Lead Community Management:**
  - He/ she manages Site IT Leads based in the Region for both local IT support and projects.
  - He / she ensures Site IT Leads remain available for processes under the IT Operations Manager responsibility : Systems availability, monitoring, incident, request, problems and Crisis Management
  - He/ she assigns tasks, missions and priorities to the Site IT Leads, in cooperation with regional stakeholders and ensure the team is sized properly to meet Business and IT needs.
  - He/ she ensures transversal cooperation and activities between Site IT Leads
  - He/ she set-up the appropriate governance model with all Site IT Leads to monitor all activities and decisions
  - He/ she ensures Site IT Leads attend the relevant governance meetings for both projects and recurring activities
  - He/ she manages, in coordination with Plant managers and local HR, the development and training needs of all related Site IT Leads
  - He/ she performs PLP interviews and mid-year reviews of all related Site IT Leads. He/ she set-up team and individual objectives.
- **Costs and Budget:**
  - He/ she manages costs and budgets related to IT Operations for the related sites (only for costs incurred at local level for recurrent topics and projects)

- **Business Relationship Management:**

- He/ she ensures recurring Business Relationship Management activities with Business Stakeholders on each sites in order to anticipate as more as possible Business needs with IT related impacts
- He/ she escalates to the Business stakeholder and Leadership Team when needed
- He/ she interacts will all IT departments as needed (Security, Competence centers, Infrastructure, IT Operations ...)
- He/ she ensures compliance with SMRC's governance, project methodology and IT standards

**Quality**

- Respects norms, standards and regulations.
- Continuously tracks the quality performance (internal and external) towards targets, measures any deviation, and develops action plan to keep targets
- Meets her/his customers and suppliers to discuss all quality issues, improvement plan.

**EHS**

- Follow all EH&S procedures including Company's Safety Golden Rules, security and cleanliness instructions
- Be a model of outstanding EH&S behaviour
- Respect all the legal requirements corresponding to the field of activity

**Training, experience and skills**

- 15 years' experience, spread across various IT fields
- Strong experience in Manufacturing appreciated (ERP, MES, EDI, etc).
- Team management and development skills
- Good understanding of IS landscape, IT infrastructure and standards
- Decision making skill to quickly select relevant alternatives in case of issue
- Highly professional behavior and attitude, able to interact at all levels of the organization and with good communication skills
- Must be positive, assertive, outgoing person & able to interact well in an international and diverse team
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem solving skills, hands-on
- Strong organizational and planning skills
- Experience with Project Management tools and methodology
- Experience with different governance models (project, managed services, end-user support)

**Key Cooperations (inside & outside the organization)**

- Plant Managers and their leadership teams
- Site IT leads
- Local & Central HR
- All SMRC IT Departments: IT Operations, Competency Centers...
- Software Editors
- IT Service providers & Third Parties

**Logistics:**

- Position based in Le Plessis Robinson (Greater Paris Area), Headquarter of SMRC.
- Frequent travels (up to 50% of the time) to Sites in his/her scope.

**To apply**, please send your complete file to: [reclamart@reydel.com](mailto:reclamart@reydel.com)