

# PEOPLE AND CULTURE PARTNER

## ABOUT POET

At POET, it is our mission to be good stewards of the Earth by converting renewable resources to energy and other valuable goods as effectively as humanly possible. For over thirty years our drive and passion to change the world has enabled us to become the largest producer and marketer of biofuels in the world.

## JOB SUMMARY

POET is a unique company. We aim every day to be world class in all that we do. Taking care of and supporting our team members is no exception. That is why we refer to our Human Resources team as the CARE Team. CARE stands for Culture, Attitude and Achievement, Rewards and Recognition, and Engagement.

The People and Culture Partner helps support many of the strategies and initiatives associated with POET's overarching **PEOPLE** strategy. This person understands all areas that typically fall under the Human Resources responsibility (team member relations, compliance, recruitment, team member development, compensation, etc). This individual is a valued team member of the CARE Team with unquestionable character and integrity. The People and Culture Partner provides a strategic partnership to business leaders, including direct partnerships with our General Managers at our bioprocessing facilities and/or Executive Leaders and their teams.

This role reports to the People and Culture Manager and works closely with our Benefits, Payroll and Talent Strategy teams within the CARE Team.

## TYPICAL PARTNERSHIP ACTIVITIES

A strategic partner is engrained in the business; providing expertise, resources, and competencies to benefit our leaders and team members. Our People and Culture Partners play a key role in the connection between the business strategies and CARE Strategies and thus, collaborate with many different teams across the company.

### **Business/Leader Partnership**

- Promote POET's company culture and partner with leaders to ensure the desired culture exists across the business.

- Partner with business leaders to identify, consult, and support implementing initiatives pertaining to people strategies which add value to the business.
- Develop meaningful cross-functional relationships with leaders and team members. Understand the line of business's current and desired future state, gaps, and priorities. Professionally represent the CARE Team and be known as a competent, reliable, and trusted resource to team members and leaders.
- Visit assigned bioprocessing facilities as needed to partner with General Managers/leaders on team development initiatives and/or team member relations matters.
- Conduct team member relations investigations in accordance with company policies, employment laws and regulations.
- Conduct and analyze exit interviews. Provide reporting to leaders and partner with them to identify unfavorable trends and action plans to address.
- Provide risk assessments to business leaders and utilize various data and measurements to influence and help support the line of business's objectives and goals.
- Assist in managing company policies and provide recommendations for enhancement; ensuring legal compliance and alignment with POET culture.
- Stay current on all pertinent federal, state, and case law changes and monitor labor law updates impacting assigned territories within POET's footprint.

#### **Talent Acquisition Partnership**

- Align with the Talent Acquisition Partner on recruitment strategies for critical roles and open positions in your business areas.
- Engage in the onsite interview process to assess company and team culture fit.

#### **Talent Development Partnership**

- Provide the Talent Development team a pulse on business needs and desires for enhancing leadership capabilities, implementing change, team member development, team building, and culture initiatives. Partner as appropriate to help design content.
- Facilitate and/or participate in team/team member trainings to include Leadership Skill Development courses, New Leader Assimilation, Talent Planning, and Team Building based on the needs of the business you support.

#### **Benefits and Payroll Partnership**

- Work with the People and Culture Manager and Payroll Manager to understand external market compensation and POET's internal compensation philosophy to provide guidance to leaders relating to compensation planning.
- Collaborate with our Benefits and Payroll teams on Leave of Absence and Worker's Compensation administration.

#### **A commitment to yourself, your team, and the company**

- Lead by example in upholding the highest level of integrity, honesty, ethical behavior and maintain confidentiality in the organization.
- Foster a culture of safe behavior and environmental compliance at all times.
- Maintain a team environment at all times and champion POET in the community.
- Since we're all about teamwork and getting the job done, your skill may be put to a lot of other uses!

## **STRENGTHS OF A SUCCESSFUL CANDIDATE:**

- Bachelor's Degree required; preferably in the area of Human Resources Management, Psychology, or Business.
- 3+ years of progressive Human Resources experience is required.
- Comprehensive understanding of employee relations practices. Knowledge of employment laws; especially relating to states where POET conducts business. Ability to interpret and provide guidance relating to EEO/AA laws.

- Understanding of compensation planning processes, organizational and strategic planning, and talent planning.
- Ability to analyze and assess training and development needs.
- Highly organized with superb time management skills. Demonstrated ability to manage and complete projects within expected time frame.
- Initiative in researching, gathering, and analyzing data for various projects.
- Professional written and verbal communication and interpersonal skills. Ability to present facts and recommendations effectively in oral and/or written form.
- Demonstrated practice of a high level of confidentiality.
- Ability to independently make decisions and/or recommendations to resolve problems.
- Knowledge of UltiPro or other HRIS.
- Knowledge in Microsoft Office Suite and the ability and willingness to learn new software applications.

## **BONUS POINTS:**

- Professional in Human Resources (PHR) or SHRM Certified Professional (SHRM-CP) certification preferred.
- Facilitation and training experience with large and small group meetings.
- Experience providing regional Human Resources support, including supporting 24/7/365 operations and/or a manufacturing or processing environment.

## **WORK ENVIRONMENT**

- Culture is king at POET. We're all on the same team. We always communicate. And we park our egos at the door. These aren't just slogans on our walls. It's our code.
- This position is largely self-directed and requires a thorough understanding of company policy, procedures, and values. Team members will be required to adhere to all safety requirements at all times and in all work environments. This position operates in office environment.
- Travel, with some overnight stays, is required. It likely averages 10-20% of your time.

*FLSA Status: Exempt*

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