



**Position: Associate Director, Human Resources**

**Reports to: SVP, Human Resources**

### **Summary**

The Associate Director, Human Resources will serve as an HR project leader for Aimmune employees. This is a critical role and will manage key aspects of HR including overseeing selected HR functional areas, partnering for specific client groups and driving the design, development and implementation of a variety of HR programs and initiatives throughout Aimmune.

### **Specific Responsibilities:**

- Ensures that HR services are provided to internal clients; identifies new opportunities where HR can add value, and maintains leading-edge knowledge of related HR issues and best practices
- Designs and/or implements programs in accordance with company-wide Human Resources policies, procedures, and practices.
- Maintains close contact with the HR team to work in effective alignment and synchronization
- Contributes to the US business strategy by helping identify, prioritize, and build organizational capabilities and processes
- Supports line management in projecting and planning their HR requirements in line with their function/business strategy
- Facilitates or provides training on company and local HR policies and programs, as required.
- Drives people processes (e.g., performance management, employee development, employee relations, employee survey process, US Employee Handbook updates) to ensure that employees' level of performance and capabilities meet current and future needs
- Manages specific projects as determined in HR operational plans as well as participating in global HR initiatives, as required
- Facilitates leadership feedback and coaching within the organization

### **Qualifications / Requirements:**

- A degree in business administration and/or HR management
- Minimum of 8 years of progressive human resources experience, preferably in a small biotech environment, across all core competencies of HR including HR Business Partner support, organizational development, talent management, learning & development, total rewards and HR operations
- Experience in handling employee relations, variation on contracts, resource planning, restructures, performance management and change programs, with strong working

- knowledge of US employment law and best practices
- Experience working on Bay Area and U.S. compensation and benefits structures and designs and aligning same with company direction and cost structure while ensuring local market competitiveness
- Proven track- record of working in a fast-paced environment
- Demonstrates strong influence skills
- Very effective multi-tasking professional who can move between projects and issues readily and effectively
- Team player who works collaboratively for the success of broader team (local & global)
- Must be able to develop solutions to a wide range of highly complex problems, some of which require ingenuity, creativity, and innovativeness
- Ability to exercise judgment and independently determine and take appropriate action within defined HR policies and procedures
- Must possess good conflict management and resolution skills
- Ability to influence at multiple levels of the organization and drive prioritization of HR initiatives
- Excellent verbal, written, and interpersonal communication skills

### **About Aimmune Therapeutics, Inc.**

Aimmune Therapeutics is a clinical-stage biopharmaceutical company founded to address the unmet medical need in food allergy, which currently has no approved treatments. Our mission is to improve the lives of people with food allergies, based on our proprietary desensitization treatments in development. Aimmune's lead investigational drug for peanut allergy, AR101, is in Phase 3 clinical testing in North America and Europe. Headquartered in the heart of San Francisco's biotechnology hub, Brisbane, California, Aimmune has additional offices in the Kings Cross area of London, and in Raleigh, North Carolina.

**Qualified candidates should forward a resume and cover letter, including a statement of interest, availability, and experience to Human Resources ([careers@aimmune.com](mailto:careers@aimmune.com)) with the job title in the subject line.**

Aimmune Therapeutics is an Equal Opportunity Employer.

Principals only; no recruiters please.