

# Organizational Charts - Position Management - HR

## Organizational Charts - Position Management Information for HR

### INTRODUCTION

Position management is a process that ensures the correct maintenance of the organizational charts and position data accuracy.

### ROLES & RESPONSIBILITIES IN THE PROCESS

- Positions are created and modified by the **Manager** following an approval from the **N+1 Manager**. The management of the organizational chart and the accuracy of the position data is the responsibility of the Manager (outside mass changes). This applies to all positions (non-cadre, cadre and senior management\*) and to all types of employment with Syensqo (including temporary, interns, students, etc.)
- External positions (for collaborators not under employment contract with Syensqo) are managed by **People Services**.
- The Position title and the S-grade are established by the **Manager**, guided by the Job Family documentation / grading tables available through the [Job Catalog](#)
- In case of mass changes (in cases of restructurings, etc.) the data is maintained centrally by **People Services**
- **Site HR Partners and SBPs** (for their respective scope) consult the Managers on People decisions and advise on Position Management activities in case the Manager has questions.
- See also the **Position Management guidelines** below.

*For Management positions (S-grade S23+) require extended validation by the N+1 Manager, the SBP, the Head of Talent and the Head of Grading & OD. Please remind Managers that before they initiate the promotion process for Executive (S23+) positions they need to check and adjust the position and grade of the position.*

**note: New positions, that have not been described and graded before, will need to be evaluated by the Head of Grading & OD prior to created.**

### POSITION MANAGEMENT GUIDELINES

If you are new to Syensqo's Wiki space, you may need to link your Google Drive in order to see embedded documents.

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• [Position Management article for Managers](#)