



**Department:** Finance & HR

**Contract:** Permanent

**Office Location:** New Malden, Greater London

**Working Arrangement:** at least 3 days in the office

**Salary:** up to £80,000 per annum

## Key Responsibilities:

### Talent Attraction

- Build talent capability by sourcing and selecting top talent at all levels up to and including C suite and across all functions, with particular focus on the newly formed Commercial team in both the UK and US markets.
- Develop a compelling Employee Value Proposition (EVP) and implement consistent employer branding internally e.g. Sharepoint and externally e.g. our careers page, social media platforms such as LinkedIn to drive increased engagement with the organization.
- Develop a scalable and effective onboarding programme that includes pre Day 1 engagement after offer acceptance and up to first 30 days of employment that delivers a great employee experience. All new joiners should have agreed objectives and key results within the first 14 days of joining to drive productivity and alignment to our values as quickly as possible.

### Create an Environment to Thrive

- Move beyond measuring levels of engagement to creating an environment where employees can thrive – “feeling empowered, energized and excited about the future and a clear sense of purpose”.
- Use data led insights to drive decision making on wellbeing initiatives and key actions to continually improve employee satisfaction.

### Strategic Business Partnership

- Build trusted relationships with the CEO, CFO, Leadership and Senior Management teams to drive the delivery of the people strategy aligned to the 4 year strategic plan.
- Translate the people strategy into realistic, operational execution plans.
- Lead organizational design and transformation that enables and enhances the achievement of OKRs and business priorities through change management. Deliver “right role, right person, right skills and knowledge at the right time”.
- Coach and develop agile, self-sufficient and resilient Leaders who can lead and communicate effectively through change.
- Lead and influence talent planning and management activities embedding Saville products and platform where appropriate. Make it simple for employees to access our products and tools internally and for the insights to drive their development plans.
- Critical talent identification and development ensuring that long term reward incentives are aligned.
- Succession planning to build internal bench strength and future talent pipeline.
- Represent the HR voice by sharing market insight, ideas and knowledge to influence product development.

### Culture Ambassador

- Embed new OKR, performance framework and philosophy to drive high performance.
- Embed purpose, vision and values into all the talent initiatives as the core day to day decision making framework.

## Reward & Recognition

- Right size the job family architecture to ensure that it is fit for purpose to meet the organization's needs e.g. consistent internal job titles, levels, pay ranges, bonus levels, career frameworks.
- Right size the benefits package to ensure that it is compelling and market competitive but affordable.
- Lead the delivery of the annual BAU processes such as salary review, calibration and bonus distribution to meet agreed deadlines and budget.

## People Management

- Coach, motivate and develop the HR Manager to build their capability and support them with fulfilling their potential.

## HR Operations

- Evolve internal ways of working by adopting a data led, technology enabled approach:
  - Reducing % of time and effort spent on administration and transactional tasks and increase % of time spent on performance enhancement and strategy.
  - Selecting and implementing new HRIS – automate manual processes across the employee lifecycle wherever possible and practical to drive efficiencies and encourage Manager and employee self-service.

## Learning & Development

- Build and develop Manager capability e.g. Manager training, clarity on responsibilities across the employee lifecycle to develop high performing Managers and future Leaders.

# Requirements & Experience:

### Essential:

- Worked in B2B SaaS environments
- Successfully operated in high performance, sales led growth cultures

### Desirable/Nice to Have:

- Private equity ownership experience
- Talent assessment industry experience
- CIPD qualified &/or Psychology degree

## Skills & Attributes

- **Business acumen** – being able to align HR initiatives with business objectives.
- **Influencing & persuading** - particularly through periods of transformation and change at all levels of the organization.
- **Decision making & problem solving** – a critical thinker, takes accountability, able to tackle complex organizational challenges with data driven solutions and be decisive with recommendations.
- **Emotional intelligence** – navigate complex & sensitive employee relations with empathy, kindness and fairness.
- Strong, engaging and effective **communicator**.
- **Resilience** – able to manage difficult situations, adapt to change, handle resistance and pushback and lead by example.
- A **simplifier** - able to take complexity and make it easy to understand.
- **Hands on leadership style** with an ability to easily shift between strategic, leadership conversations and supporting with the day to day HR operations, as and when needed.
- **High energy, proactive** approach.

## HR Technical Expertise

- Talent acquisition and retention – develop strategies to attract, hire and retain top talent.
- Performance management – drive high performance, growth cultures.
- Reward and recognition – design and maintain competitive and fair reward structures.
- HR Technology & analytics – leverage and utilise data & insights to inform decision making.

## The Package:

### Salary

- Up to £80,000 per annum base salary with 20% discretionary bonus (subject to company and individual performance).
- Attractive benefits package.

## Apply Now

If you are interested in applying, please complete the form on the [website](#).

If you have any questions about this opportunity or the assessment process please contact us at [careers@savilleassessment.com](mailto:careers@savilleassessment.com).

Applicants must have the right to live and work in the UK.