

Employee Experience & Payroll Manager

Home Based, UK

We are looking for our first in-house Employee Experience and Payroll Manager as we understand your contribution will be important to our business success. Our people are our most important asset, and their experience at work is equally important to us. You'll be the one to ensure we have a happy and productive workplace where everyone works collaboratively to realise our established mission and objectives

- BE REAL** We are genuine, authentic, transparent, and have integrity
- BE PASSIONATE** We are who we are and won't hide our passion for what we do
- BE INNOVATIVE** We are creative and love to explore new ideas
- BE EMPOWERING** We are supportive and help people to make great choices
- BE COURAGEOUS** We are brave and bold and live the values we believe in

What's the role?

You will be responsible for designing and delivering strategic and operational Employee Experience and Payroll responsibilities across the business.

As the 'go-to' person for all employee-related matters you will manage and deliver all HR and Payroll processes and practices such as job design and organisational development, recruitment and selection (talent acquisition), employee relations, performance management and learning and development (talent development), compensation and benefits, HR data and Analytics, Equality, Diversity and Inclusion, and, importantly, running our monthly payroll.

The important stuff: Title, dosh, hours

- JOB TITLE** Employee Experience and Payroll Manager
- HOURS** Full time (40 hours per week)
- SALARY** 35,000 per annum
- LOCATION** Mainly based from home but may be required to travel to offices for employee meetings (15% per month)

What will you do if you get the job?

Employee Experience

- Establish and develop the Human Resources and payroll function and strategy in close collaboration and partnership with the business and functional leaders, in order to contribute to the development and implementation of overall business and functional strategies,
- Support current and future business needs through the development, engagement, motivation and preservation of our people, building and maintaining a culture of continual improvement, all aligned to our mission, objectives, and values
- Design and deliver employee engagement strategies in conjunction with the Leadership Team, monitoring and evaluating accordingly
- Develop and maintain company policies and procedures, including Employee Handbook, and template employment documents
- Advise and support the Leadership Team, and support managers with employee relations issues including performance management, disciplinary, grievance and change management initiatives
- Provide an end-to-end service for all employment matters, including all elements of the recruitment and selection process and undertaking exit interviews for all leavers, reporting findings and making recommendations to the Leadership Team
- Oversee ultimate responsibility for an appropriate onboarding process and the delivery of the Day 1 induction for all employees
- Collate staff insight through employee surveys, discussions and meetings, planning and implementing suggested improvements where possible
- Provide a reporting, monitoring and reporting process to the Leadership Team for key employment issues
- Ensure a robust performance management procedure is in place to drive high performance, assessing training needs to apply and monitor training programmes
- Maintain pay plan and benefits program
- Responsible for the maintenance of all HR / People related systems, ensuring accurate and up to date employee records are maintained and are GDPR compliant (in relation to Employee Data only)
- Be a champion of the company culture, nurturing a positive work environment, and bringing innovative ideas to support wellbeing within BeeZee Bodies, making it a great place to work.

Health and Safety

- Provide advice and support to the Leadership Team to ensure compliance with legal and regulatory obligations
- Undertake all required Health and Safety responsibilities on behalf of BeeZee Bodies
- Provide recording, monitoring and reporting for all relevant H&S issues and make recommendations for improvements where required
- Carry out investigations into accidents and incidents and be the point person for all related external bodies

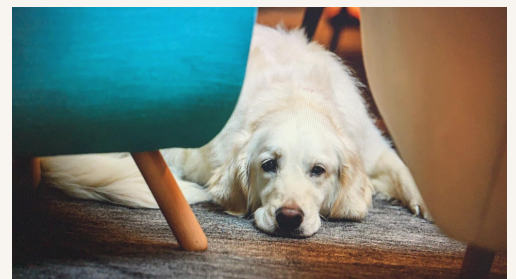
Payroll

- Process monthly payroll including new starters, leavers, timesheets, pay calculations, HMRC submissions, ensuring all changes have been updated and linked with our financial platform (Xero)
- Support the provision of Payroll related reporting (e.g. weekly KPIs and manager reports) both scheduled and on request
- Ensure the management of all types of leave e.g. holiday, sick, maternity, volunteering and benefits schemes e.g. pension are completed effectively
- Keep up to date with local legislative changes that may impact payroll processes (e.g. UK Pension Regulations, EU Working Time Regulations etc.)
- Responsible for timely reporting to external bodies (e.g. reporting to HMRC etc.)

The main duties and responsibilities are indicative and not exhaustive. Other duties may be necessary to fulfil the purpose of the post. This job description may be periodically reviewed and revised in consultation with the post holder

Why is it great working at BeeZee Bodies?

- Doing work that is meaningful and helps change peoples lives for the better
- Be part of a growing and vibrant organisation who love to innovate
- Have a chance to take part in fun work place activities and challenges
- Access our employee assistance programme (counselling support etc)
- Take part in our daily workplace health (everyone gets a 20min paid break)
- Quarterly away days and training week
- Innovative work spaces 5 out of 5 Glassdoor.co.uk Rating
- Be part of our Pension scheme
- Dog friendly offices
- Access to our bike to work scheme



Requirements for this post:

- A degree in a Human Resources related field, CIPD (Level 5 or 7) qualified or equivalent relevant experience in a HR generalist role within a commercial environment
- Proven working experience as Human Resources Manager (or another senior HR role) with functional payroll responsibility
- Experience of setting up a HR department from scratch, and developing it to support the business' needs
- Demonstrable experience with creating and analysing HR Metrics
- Up to date working knowledge of UK employment, payroll and Health and Safety legislation and requirements
- Ability to architect strategy and possessed leadership skills
- People Oriented and results driven
- Ability to work on own initiative, prioritise and organise workload, and meet deadlines
- Superior numeracy skills and attention to detail
- Strong communication skills, with the ability to build trusted relationships at all levels, working with complete confidentiality when necessary
- Excellent active listening, negotiation, influencing and presentation skills
- Ability to problem solve, apply creative solutions and be resourceful
- Strong IT literacy including the ability to use Microsoft Office, HR Databases & Payroll/Finance software
- Flexible and adaptable working style

Company Policies and Procedures:

Post holders must at all time comply with all policies and procedures including Safeguarding, Health and safety and Data protection/GDPR and Equal Opportunities We will need to see proof of right to work in the U.K.

How to apply:

Send your CV with a covering letter that answers the following 3 questions to recruitment@beezeebodies.co.uk

- Where did you see this advert?
- What experience and skills could you bring to this role
- Why would you want to work at BeeZee Bodies and do this role?

The closing date for this post is **10th September 2021** with interviews taking place the following week.

If you have any questions, please email recruitment@beezeebodies.co.uk