

# People Team Leader

## FTC 6-8 Months Maternity Cover

### Job Specification



#### About the role:

An exciting opportunity has become available within our People Team, we are on the hunt for a dynamic People Team Leader. This is a hybrid opportunity, of which you will be required to work from the various sites within the Academia Technology Group (ATG) such as, Reading and Hemel Hempstead on a regular basis. This is a full time opportunity, offering an immediate start on a FTC for a period of six (6) – eight (8) months maternity cover.

The successful candidate will have the opportunity to work closely with all divisions across the business including the Senior Management Team and Board of Directors. This is an incredibly exciting time to join our team as you will be part of the ATG journey as we continue to rapidly grow across the Group. This role would suit an experienced HR Professional with strong knowledge surrounding UK Employment Law and experience managing a small team.

As a business we strongly believe in internal progression and work hard supporting all staff throughout their Academia careers giving them the tools, the freedom and the support to take on additional key responsibilities and functions to continue to contribute towards the growth and success of the company.

The successful candidate will report directly to the MD. The People Team Leader will be responsible for the full provision of HR services across multiple sites including all Recruitment, Remuneration, Benefits, Employee Relations, Performance Management, Employee Engagement and Payroll. This includes leading the existing HR team in the transactional day-to-day HR operation. You will be heavily involved in overseeing the day-to-day matters – no two days are ever the same! It's a fantastic opportunity for someone who enjoys working within an incredibly busy team. The People are at the core of what we do at Academia, so we're looking for someone who is dynamic, energetic and eager to get stuck in; who puts people first whilst maintaining an excellent business approach; and generally, someone who loves the challenge of working in a fast-paced and ever-changing environment. You'll need to be able to juggle multiple conflicting tasks and positivity to keep up with it all (we're not robots)!

CIPD qualified or working towards is advantageous but not essential.

#### Amongst other tasks, you will be responsible for the following tasks across the Group:

- Overseeing the recruitment and selection process, this includes ensuring roles are within budget and monitoring recruitment spend closely against the budget on a monthly basis.
- Supporting structural changes that may involve TUPE and Redundancy, including any potential M&A within the Group.
- Planning training and development initiatives for all employees based over multiple sites, including individual training plans.
- Working closely with the Senior Management Team to develop high-potentials and implement succession planning to limit risk within the overall business, whilst recognising employee potential and developing where applicable.

- Ensuring compliance with legal HR obligations, company and HR procedures and policies. This includes, ensuring all compliance processes are completed during the onboarding process, as well as DBS checks, proof of right to work, references and so forth.
- Developing strong, constructive working relationships with the Senior Leadership team, ensuring the right people are in place to support changing business needs.
- Develop the organisation structure and culture to meets its business objectives.
- Ensure HR data is accurate and presented in a consistent format. This includes producing a montly Board report for all companies within the Group.
- Resposible for the submission of the monthly payroll.
- Overseeing the administration of the reward and benefits schemes within the Group.
- Manage and drive performance management and consistency across the business, alongside the Senior Management Team.
- Working closely with the ATG Board to carry out salary reviews, reviewing market rates against skills sets and individual performance. This includes monitoring KPI criteria ensuring measures are set and achieved on a quarterly basis.
- Supporting the HR team with the day to day HR duties and responsibilities, this includes overseeing employment offer letters, terms of engagement, probationary periods, general administration activities, new starters, leavers, appointment changes, exit interviews and so forth.
- Working with the HR team as point of escalation in monitoring staff absence, ensuring details are accurately logged onto the HR portal, self-certificates or fit note forms, return to work interviews etc.
- Working with line managers regarding any disciplinary or grievance situations ensuring follow-up documentation is complete.
- Providing HR policy advice and support to line managers and employees, explaining procedures and policies in an understandable manner (these are all shared online).
- Managing and supporting the existing HR team, ensuring regular 1;1s are completed, whilst continuing to support the development of the exisiting team and acting as a point of escalation for the team.

## Key Skills:

- Exceptional standards in quality of work.
- Productive and efficient with the ability to work well under pressure.
- Able to establish and maintain constructive working relationships at every level in an organisation; team player.
- Exposure to the full 360 recruitment cycle.
- Able to demonstrate drive and ambition by working well on your own (i.e. self-motivated) and assisting in areas outside of your typical role when needed.
- Demonstrable organisational skills and ability to multi-task.
- High level of attention to detail in order to prepare accurate documents.
- Comfortable dealing with highly confidential information - and maintaining confidentiality.
- Capable of acting as point of escalation.
- Have a pro-active, business focused attitude, coupled with tenacity and the determination to deliver.
- Commercially-minded HR approach.

## Why Academia?

Academia are a rapidly growing Technology company with a strong footprint in the educational space. We specialise in supplying software, IT hardware, training and managed service solutions to both public and private sectors. Within the Academia Technology Group, we also have a dedicated division who specialise in recycling and repurposing of IT equipment. We were acquired by Strive Capital in September of 2020, who have provided further support and financial strength to the company.

Established in 2003, we employ over 200 dedicated professionals across multiple locations throughout the UK with a group annual turnover of over £100m. Our growing customer base means we have now worked with every single university in the UK. Furthermore, as Ranked #1 supplier on many national frameworks, we are growing our provision more so to strengthen our position as a leading educational supplier.

## Benefits

- Gym membership contribution
- Health Cash Plan
- Increased annual leave with length of service
- Free annual leave on your birthday
- Length of service bonus
- Flexible working hours
- Hybrid working
- Free Will Writing service
- Borrow my doggie membership
- Life Insurance
- And much more