

# HR Manager / Head of HR – job description

## About Skill Dynamics

We were founded in 2011 when an experienced group of international procurement leaders noticed a gap in the market for online practical-based education, made by professionals with real-world experience.

We embarked on creating unique, high-impact and personalized learning journeys created to improve core skills needed in these roles – efficiency, resourcefulness, and overall performance.

Since then we've educated employees from both large companies to corporations, becoming the global standard for effective procurement and supply chain training with presence in the US, Europe, Middle East, and China.

- 300,000+ learners around the world
- 200+ corporate clients
- 100 countries

In 2020 we were acquired by Levine Leichtman Capital Partners. LLC is a middle-market private equity firm with a 36-year track record of successfully investing across various targeted sectors, especially EdTech.

With a strong team of 70 talented and fun people plus over 200 blue-chip clients we're on a big growth trajectory, building the team to help us capitalize on the growth opportunity ahead.

## About the role

The HR Manager role will be fundamental to developing our company's culture, while developing employees, organizing HR-related processes, and driving recruitment. We are looking to appoint a strong and ambitious leader who will organize the implementation of various policies and programs and help drive positive change within the business.

Partnering with stakeholders across the business, the candidate will ensure our HR strategy, tactics and operational considerations align with the wider business goals. You will work closely with the CEO (who considers understanding and managing culture a key principle for success), and other senior team members while gathering sector and industry standards for benchmarking best practice.

You will help lead employee engagement and performance across the business and be responsible for handling employment law issues.

As appropriate you will help assess the cultural fit of acquisition targets and will then work to harmonize HR practices between businesses.

### **Core responsibilities**

- Rolling out the company's new "4Cs" cultural framework while ensuring full commitment to it's success throughout the business
- Developing and implementing other/sub- HR initiatives in line with organizational objectives
- Leading the organization's talent acquisition, learning and development, employee engagement, compensation and benefits, talent management HR information systems (HRIS) and any HR-related financial planning
- Liaising directly with the executive board and being accountable for the performance of the HR function, as well as providing tactical counsel on all people matters
- Contributing to long-term goals around business and people development, including succession planning and talent acquisition
- Developing company HR policies
- Leading the analysis of employee feedback and data, with the aim of creating a better working environment and engaged culture
- Global responsibility for the talent functions and culture
- Leading the HR element of any M&A acquisition, ensuring we have a smooth integration of each business

### **Skills and experience**

- You will be qualified to degree level and also hold a relevant professional certificate from an accredited organization such as the CIPD. As the human resource profession is constantly evolving, you will be expected to continuously update your learning and knowledge throughout your career. You will be expected to be proficient in the following:
- Commercial acumen – You will be involved in strategic decision making within the business as an influencer. Being able to understand high-level company finances, resourcing and the ultimate aims of the business is important
- Organizational skills – you will be highly driven, pride yourself on personal efficiency and your time management skills and the ability to prioritize competing demands

- Communication skills – You will be expected to lead HR matters throughout our global business, managing diverse personalities and viewpoints. Consequently, emotional intelligence, the ability to build relationships and collaborate with others is vital
- Role modelling – As a senior member of the team, you will be expected to demonstrate and lead on the values, initiatives and culture of the organization
- Professional expertise – A working knowledge of employment law issues, best practice processes for disciplinaries, redundancies and payroll is required, as well as experience of employee relations
- Coaching and mentoring – Whether senior executives, junior colleagues or middle management, you will be proficient in developing skills in company talent while always being cognizant on the wider business strategy and growth goals
- Trust – As a member of the senior team, you will interface with the CEO, CFO and COO on a regular basis. You will become a trusted confidante on talent issues
- M&A – Acquisitions may feature in the company strategy over the coming months and years, so familiarity of company integrations would be a useful skillset
- Ability to develop and champion collaborative working relationships across various business units
- Strong verbal and written communication skills – ability to communicate/present at all levels