

BURO HAPPOLD

Job title	HR Consultant Associate Director
Grade and fit within team structure	Director Associate Director Associate Senior Standard Graduate
Discipline/Team	Human Resources
Business unit/Region	UK+
Location	UK
Reporting line	<pre> graph LR A[HRC AD] --> B[HRD] B --> C[CPO] </pre>
Team structure	UK+ HR team

Role overview

What's the purpose of the role?

This is an exciting role to act as business partner to our newly combined UK business, which makes up 50% of the overall practice, employing approximately 1500 people with a revenue of over £230m. We are a Partnership and therefore you will also work closely with our Partners as business leaders. You will act as a trusted advisor to our leadership providing HR guidance in line with policies and procedures and HR lifecycle events. You will partner with HR colleagues and the HR centres of excellence to deliver the people strategy to ensure Buro Happold remains an employer of choice. You will provide timely advice to support talent development, succession, performance management, talent acquisition as well as providing strong employee relations guidance.

You will form a key part of the UK+ HR leadership team and contribute to the people strategy and its implementation. You will have a strong background in working with people metrics and using insights to inform business decisions. You will also have a strong background in change management and guiding businesses through growth. As we grow and expand into new markets and sectors it will be critical for us to support in retaining and evolving Buro Happold's one firm culture.

We are looking for someone who can draw on diverse experiences of operating successfully within a variety of matrix, complex and internationally dispersed contexts and can demonstrate a track record of successfully anticipating and responding to the HR needs of a growing business.

What will success look like?

- Becoming a trusted partner to the leaders.
- Being able to show improvements using people metrics and data insights.
- Able to successfully guide the business mitigating employee relations risks.
- Bringing the people strategy to life, implementing tactical plans for delivery.
- Able to influence and guide leaders to drive successful business outcomes.

What will you be doing...

A detailed overview of your responsibilities is as follows...

- Providing guidance and direction in general HR matters to assist the business leaders of the UK+ business in driving a high-performance culture
- Effectively translating the people strategy and owning its tactical delivery, with a key emphasis on equity, diversity, inclusion and wellbeing
- Developing relationships with, and working alongside leaders/managers and other key stakeholders to ensure the alignment of the HR strategies with the business strategies
- Working with Leadership teams to consistently evaluate and improve the organisational design/development and functionality of its technical and business support groups.
- Supporting Leadership teams to have clear succession plans for all key roles in the business and to create longer-term tactical and personal development plans around achieving this
- Owning the UK+ HR data and ensuring both the data, metrics and analysis are of highest order, and provided within the required timeframes. Provide insights from the data that can inform business decisions
- Ensure that the UK recruitment and selection process attracts and retains high calibre talent in line with the business strategies and succession planning
- Utilising the Global HR frameworks for talent acquisition, talent management, learning & development, succession planning, global mobility, employee engagement, retention and remuneration and reward
- Providing support, guidance and coaching in the people management and communications of the performance management process
- Providing quality and timely advice to the managers and staff on Employee Relations issues, local employment legislation and 'Best Practice' as required
- Acting as a role model for others in the team and those in other departments

Responsibilities of this role include, but are not limited to:

- Retention and Employee Engagement
- Employee Relations and Performance Management
- Employee Development and Succession Planning
- People Measures and Reporting, data analytics and AI
- Communication and Change Management
- Such other duties and responsibilities as defined and required by the UK+ HR Director

More about you...**Skills & Experience**

- An experienced HR Partner who can draw on a broad HR generalist skill set with a track record of influencing leaders in a complex international, matrix context
- A proven record of delivering impactful equity, employee engagement, diversity and inclusion solutions
- Confidence in employee relations/law with expertise in solving complex people related legal and reputational risk cases
- Calm and confident under pressure with a pragmatic solutions focussed approach
- A strong grasp on the challenges of working within a wholly owned professional services matrixed organisation
- A strong focus on interpreting people data to provide insights, with an emphasis on using AI solutions
- Experience in change management and working in a high growth environment, whilst maintain the employer brand and culture

Style & Behaviours

- Demonstrates curiosity with a global mindset and multi – cultural awareness
- Thoughtful, data driven and collaborative in approach, able to seek input , evolve and improve by reflecting before acting
- A highly effective communicator who understands regional and generational nuance and demonstrates impact and influence
- Commercial and business acumen with the intent to drive and develop a culture of accountability and regular feedback
- Emotional intelligence and understanding own strengths and how to complement weaknesses, team player with low-ego and an ability to lead through others
- An agile and energised professional who can naturally flex between strategic and operational thinking
- Professional with high personal drive and resilience