

JOB SPECIFICATION - HR BUSINESS PARTNER (MATERNITY COVER) - HR

THE COMPANY

Powerscourt, a Morrow Sodali company, is an award-winning strategic communications agency. From our offices in London and Dublin, we provide trusted advice to the world's top companies on critical business issues.

We have earned a reputation for delivering an outstanding service to both public and private businesses. Some of the biggest companies in the world rely on our advice to safeguard their reputations.

Powerscourt has a very collaborative and sociable culture with a diverse team including a mix of seasoned journalists, bankers, lawyers, and communications experts who provide our clients with the experience, insight and creativity that sets us apart.

We advise companies across a broad range of services, including financial and corporate communications, crisis and issues management, political affairs, sustainability, and campaigning. The team has specialist industry expertise in consumer industries, industrial services and capital goods, financial services, healthcare, housebuilding and real-estate and TMT.

Powerscourt have grown rapidly in recent years, with expansion into new services and industry areas, having won a large number of high profile retained and project clients.

Morrow Sodali

In October 2023, Morrow Sodali, a global shareholder engagement and governance advisory company, acquired Powerscourt. The acquisition of Powerscourt provides a growth platform for Morrow Sodali to build a full-service advisory and shareholder services practice across Europe, with the financial backing of TPG.

Headquartered in New York, Morrow Sodali has around 500 colleagues working across 14 international offices. It has made a number of recent complementary acquisitions, including Citadel-MAGNUS, one of Australia's leading corporate communications and investor relations firms, and ESG consulting firms HXE Partners and FrameworkESG.

Morrow Sodali is majority-owned by TPG Growth, the middle market and growth equity platform of TPG. It works with over 1,000 corporate clients in more than 80 markets worldwide on a range of critical issues including corporate governance and ESG advisory, IPO preparedness, shareholder activism, M&A services, and proxy solicitation.

THE ROLE

The HR team is responsible for all aspects of HR for the EMEA region including HR strategy and processes, reward, learning & development, and recruitment. The purpose of this role is to collaborate with key stakeholders namely, Senior Directors, to help build organisation and people capability, support business growth and the development of their people strategies including recruitment, learning, retention, wellbeing and reward.

This role is a fixed term contract covering Maternity leave, expected to end in July 2025.

KEY RESPONSIBILITIES

HR activities

- Be an active member of the wider EMEA HR team, helping to promote a one-HR approach
- Lead on the annual compensation review process e.g. benchmarking, agreeing the salary and bonus framework, proposing ways to improve the comp process etc

- Support the HoHR to run, and analyse data from, the annual employee engagement survey and help develop and implement action plans to address opportunities
- Support HoHR in annual benefits renewal, including but not limited negotiating with brokers, collating employee data, preparing employee comms etc
- Manage and oversee Powerscourt's visa sponsorship license - supporting new applications when applicable
- Assist with monthly payroll changes for UK & Ireland
- Lead or contribute to HR projects, as requested by HoHR to align to the business strategy
- Provide guidance and coaching to the HR Administrator to aid development and growth

Employee relations

- First point of contact for employee relations or policy issues in respective business areas - to actively own cases to resolution, including full ownership of potential litigation within business areas. Escalating to the Head of HR as needed
- Conduct monthly meetings with respective stakeholders to support their people agenda and the implementation of HR processes and policies
- Coach, guide and challenge leaders on how to effectively manage their people agenda/issues, including best practice

Recruitment & resourcing

- To support the HR Administrator on recruitment activities:
 - working with hiring managers in the attraction and selection of high-quality talent and advising on inclusive hiring
 - Advising the COO on contract negotiations and the close of candidates as part of the 'approval to hire' process
 - Maintaining and developing relationships with recruitment agencies and conduct annual review of existing PSL and their DE&I practices
- Oversee the recruitment tracker spreadsheet, ensuring headcount and overall strategy align to the COOs expectations & team budgets for the year
- Facilitate internal moves to promote internal mobility within sector teams

Data & systems

- Run reports from SageHR, including analysing data and making recommendations as requested by HoHR e.g. compensation review, DE&I, benefit usage etc
- Support HR Administrator in running quarterly KPI report, highlighting themes and trends to HoHR, and present to the Managing Directors to discuss KPI movements and action plans
- Support the HR Administrator to ensure systems are kept up to date with joiners, movers, and leavers

Talent & succession planning

- Managing the appraisal framework and lead the annual and mid-year appraisal process
- Support the promotion process and contribute to the development of talent review, and succession planning with stakeholders
- Lead on talent and succession planning discussions

L&D

- Assist with training and development including evaluating training needs with managers to ensure they develop the skills and competencies that the company needs whilst setting out a clear progression path against budget

- Work with the HoHR to enhance people management capability. Including but not limited to organising training for line managers specifically on how to manage hybrid teams, performance management and appraisals
- Oversee the LMS system (Eloomi), ensuring all annual mandatory training is rolled out and completed by the deadline. Continue to promote the use of the in-house learning portal for soft skill needs

DE&I & wellbeing

- Be an active member of the DE&I committee, supporting the agreed strategy, contributing ideas, acting as an ambassador for DE&I etc
- Ensuring inclusive hiring via recruitment process is adhered to with senior management
- Work closely with the Taylor Bennett Foundation to:
 - Host the annual TB work fair; and
 - Ensure compliance to our internship framework quota
- Supporting HR Administrator in the rollout of the wellbeing calendar e.g. financial wellbeing presentations, awareness days, mental health first aiders etc

THE PERSON

Key attributes and experience required for this role:

- Proven experience as an HR Business Partner, preferably within professional services
- Demonstrated success in implementing HR programmes that drive business results
- Strong stakeholder management and influencing skills
- Practical experience managing and owning employee relations matters
- Creative thinker and looks for solutions
- Comfortable with change and ambiguity
- Solid knowledge of UK employment law and best practice - an understanding of Irish law advantageous
- Strong analytical and data management skills
- Strong attention to detail and the ability to manage end-to-end processes
- Keeness to work in a full generalist role that is both operational and strategic
- Ability to work independently and part of a team
- Strong communication skills, both written and verbal
- Experience with systems such as SageHR, Culture Amp, NetSuite and Eloomi
- Intermediate to advanced Microsoft office skills

THE PACKAGE

- Competitive salary, dependant on experience
- Excellent benefits package (see Benefits Document on careers page)
- Hybrid working to enable you to manage your work-life balance
- A fun and inclusive working environment based in central London

Equality, Diversity and Inclusion

We seek to promote fair employment procedures to ensure equal opportunities for all. We are committed to creating an inclusive environment where everyone feels they have the opportunity to contribute.

If you have a disability and would prefer to apply in a different format or would like us to make reasonable adjustments to enable you to apply or attend an interview, please contact hr.emea@morrowsodali.com and we will talk to you about how we can assist.