



ROLE PROFILE

Job Title: HR Benefits & Policy Manager (UK/CE) Location: London
Reports to: Head of HR Operations Division/Dept: HR Operations

Summary of the Role's Main Purpose

This newly created role provides scope for an individual to make a significant contribution to SEGRO's People agenda, shaping the future success of the organization. Reporting into the Head of HR Operations (UK&CE), the role will be pivotal in managing and developing our employee benefits and HR policy management across the organisation, both in the UK & CE. This includes developing, implementing and administration of our benefit programmes, HR policies & procedures to support our Nurturing Talent strategy. Together with the Head of, this role holder will drive the strategic agenda, and will work collaboratively with HR peers, internal and external stakeholders.

Principle Accountabilities

Employee Benefits

- Overall responsibility for the management and delivery of the company's employee benefits. You will be responsible for reviewing and modifying existing benefit programs, ensuring they comply with current legislation, supporting the recruitment process and nurturing talent agenda, and managing day-to-day compensation and benefits-related activities.
- Lead the development and implementation of innovative and sector-leading reward and benefits projects, which support our Nurturing Talent strategic objectives.
- Management and reporting of our employee benefits data, ensuring and maintaining data integrity, including annual policy renewals.
- Collaborate with colleagues to create and analyse data, trends and other management information to understand key themes for the organisation. Inform and influence people planning and activities.
- Operate as a subject matter expert on employee benefits and HR policy best practice.

Policy Development and Implementation

- Review HR policies and formulate new/revised HR policies in close collaboration with the HRBP teams and key stakeholders. Continually assess the adequacy of existing HR policies to meet the company strategic objectives and legal compliance.
- Oversees the successful roll-out of policies and procedures, promoting the use of new processes, developing appropriate communication strategies to promote awareness, understanding and support for HR policies across the company.
- Lead on legislative changes, best practice; identifying, recommending and implementing appropriate policy changes. Maximising the use of technology and automating processes where possible.
- Lead on the launch and implementation of new and amended people policies to ensure there is a common understanding across all employees. Working with HRBP's to ensure that training and development is in place to support the implementation of policies.

- Working with relevant stakeholders across the company to ensure that communication pages across our platforms are engaging, up to date and enable employees to find the people policies they are looking for quickly and easily.
- Ownership and development of the HR policy framework, partnering closely with the Heads of HR to design and determine future policy plans, communication and delivery programmes.

Benefits Data and Reporting

- Ensure the timely production of accurate management reports by supporting the development of a comprehensive set of regular reports and KPIs. Minimise manual reporting wherever possible and address ad hoc report requests promptly.
- Manage production and submission of any statutory reporting requirements for internal and external stakeholders.

Team collaboration

- Together with the HR team, support delivery and execution of all cyclical / calendar activities, such as; performance reviews, reward and promotions, HR policies and procedures, supporting best practice and consistent delivery across the organisation.
- Collaborate with the wider HR team on projects, such as diversity and inclusion initiatives, learning and development objectives and enhancing and embedding the Values and Behaviors.
- Support specific projects which drive forward people priorities or department changes, ensuring outcomes are aligned to business needs and managed in accordance with prevailing policy and best practice.
- Support effective team working through sharing of knowledge, experience and contributing to policy, process and practice improvement.

Core Areas of Knowledge, Skills & Experience

- Extensive knowledge and experience of employee benefits and HR policies across UK and CE.
- An experienced HR professional, someone who has worked at manager level with experience of influencing and directing areas of an HR department.
- Experience in project management, including positive collaboration with multiple stakeholders and working to deadlines.
- Extensive knowledge of creating data dashboards for organisation use.
- Good IT skills and ability to work effectively with relevant software packages, including extensive experience in Excel.
- Excellent written and verbal communication skills.

Behaviours and Mindset

- Driven, with the ambition to effect real innovation within SEGRO in a positive and thoughtful way and continue to build the business for success and ambitious growth.
- Truly enthused about taking an innovative approach to process and best practice, and comfortable challenging constructively.
- Adept at building strong, trusted relationships with colleagues and leaders across SEGRO, and with external partners.
- Ability to think strategically and translate this into actionable plans that will make a tangible difference.
- Strong synthesis and analytical abilities.

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- Highly curious, with an appetite to experiment, fail fast, and share learning.
 - Role models a learning mindset and actively invests in their own development – acting as a role model for leaders and colleagues across SEGRO.
 - A valued peer who works collaboratively on a cross-team basis to enable HR best practices and best employee experience.

Date of completion: July 2024

At SEGRO we want all of our people to be able to reach their full potential and thrive and we are committed to creating an inclusive environment for all employees, where everyone can be themselves, have access to fulfilling careers and opportunities, and feel supported.