



THE FINE WINE MARKET

HR Manager

Location: Battersea, London

Competitive Salary plus Company performance-related bonus, healthcare insurance & wellbeing benefits

### About Company

Liv-ex is the global marketplace for the wine trade, with over 500 members worldwide. We offer B2B services that span trading, data, logistics and technology to a diverse group of wine businesses – from ambitious start-ups to established merchants.

Our goal is to make fine wine trading more transparent, efficient and safe for the benefit of our members and the market as a whole. We are hard-working, committed yet informal, energetic and action oriented.

Founded in 2000, Liv-ex has grown to serve a growing number of merchant members with a broadening range of services. We help clients and other stakeholders to better understand the fine wine market and identify opportunities to profit.

### Summary Purpose

Liv-ex is looking for an experienced HR manager to take on this stand-alone, generalist role driving HR strategy in order to boost employee engagement and support the future growth of the business. This is an exciting new role within a fast growing business with the opportunity for the candidate to really make it their own.

### Role Responsibilities

- HR Planning - facilitate the definition of the annual People plan, develop, monitor and evaluate key metrics of the people function
- Business Partnering – build relationships with all key executives across the business and be a trusted adviser on all things people related
- Integration/Onboarding/Exit - Partnering with other departments to support successful onboarding and integration, supporting team members as they settle into the business, conducting exit interviews
- Professional Development – Managing and reviewing the effectiveness of the annual review process, performance management, promotions, training and development plans, succession planning, narrowing the gender pay gap
- Reward & Benefits - Work with Executive team on salary reviews, salary benchmarking and job role grading. Direct ongoing reward and benefits strategy, manage benefits plans, support annual renewal process, respond to benefits related queries
- Employee Relations - Respond to employee relations issues and concerns, remain knowledgeable and updated on all UK HR legislation, responsible for flexible working requests, monitor feedback and take proactive steps to minimise ER issues.
- Policy Development - Work to develop and maintain best practice policies and procedures that are compliant with UK law and customs. Respond to policy related queries
- Legal Compliance - Ensure compliance with UK employment law requirements and regulatory requirements

- Diversity, Equity and Inclusion - Encourage and promote diversity and inclusion and serve as a resource for team members with diverse backgrounds and perspectives. Support on mental health and wellbeing
- Office management – managing the running of the office including making arrangements for booking meetings, ordering refreshments and equipment as necessary, taking deliveries, maintaining an orderly office environment

### **Knowledge, Skills & Experience**

#### *Essential*

- CIPD qualified with at least 5 years generalist HR experience gained in at least one growth business
- Able to demonstrate the ability to devise and own the People strategy and plan and a clear understanding of best practice and how to adapt it to ensure it enables the business and its people to thrive
- Good business partnering and stakeholder management skills supported by a balanced and commercial approach
- Good project management skills with a strong focus on high quality execution. Takes ownership for what they have to deliver
- Demonstrates excellent communication skills - verbal and written

#### *Nice to have*

- French as a second language

#### **Attributes:**

- Strong communicator at all levels, a real team player – able to build productive and effective working relationships with customers, owners and the broader team.
- A good influencer and diplomat with high levels of emotional intelligence, able to build strong and productive working relationships with a broad variety of stakeholders.
- Committed and hardworking, driven to succeed.
- Enjoys a fast paced environment and can initiate positive change
- Intellectually astute and confident - able to hold their own with senior management
- Proactive and assertive, able to challenge respectfully
- Excellent attention to detail
- Able to demonstrate discretion when dealing with confidential matters
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