

Established in 1999, XYi Design is a London-based agency with 27 years' experience in the localisation of major international entertainment campaigns across both print and digital media. We work for some of the biggest film studios including Paramount Pictures International and Universal Pictures International.

This year we are expanding our team to include an HR & People Manager who will play a crucial role within XYi Design.

Position Overview

In this role, you will be appointed as our part-time in-house HR & People Manager, serving as the primary point of contact for employee queries, collaborating with our skilled Operations team to support the entire employee life cycle, contributing to projects alongside the CEO and Managing Director. This is an exciting opportunity to take ownership of the role and shape our company culture. We're seeking a self-sufficient candidate who is forward thinking and passionate.

Communication

- Be a friendly and approachable point of contact for all things HR and People related. Provide prompt, accurate and thorough responses to any enquiries or requests.
- Manage HR communications (with approval from the Managing Director) and lead on HR updates, hosting demonstrations as needed.
- Liaise with relevant external providers such as Payroll and HR Consultants

HR Operations

- Support the entire employee lifecycle including managing all HR administration.
- Collaborate with the wider Ops team to ensure smooth and people-focused onboarding and offboarding processes.
- Own our HR system ensuring records are accurate and up to date.
- Work with the Finance team to oversee monthly payroll and pension contributions. Ensure accurate salary updates are collated, verified and provided to our external payroll provider.
- Ensure our handbook and policies are up to date and follow legislation
- Develop new policies and guidance as needed.

Recruitment

- Support with recruitment, including for our small Los Angeles team.
- Support leadership and hiring managers by drafting job specs, tracking applications, advising on interview processes, checking right to work and preparing offer letters and contracts.

Coaching and Guidance

- Build positive working relationships with all directors and managers in order to understand the company ethos and our flexible approach.
- Work closely with managers across the business to help them to support their teams. Join our regular Managers Meeting as needed.
- Offer guidance and coaching to help managers respond appropriately to any people, performance or employee relations issues or challenges.
- Run HR related sessions to support and upskill managers.

Culture and Engagement

- Work with the Office Manager to deliver awareness day activities, including reviewing draft posts and supporting activities.
- Support company wide wellbeing and mental health activity, including signposting to our Employee Assistance Programme and sharing appropriate resources.
- Work with the Senior Leadership Team to develop engagement and feedback surveys. Analyse data and feedback and provide key takeaways for the business.
- Work with the Managing Director to shape the company's culture and deliver related initiatives.

Project and Strategy Work

- Work with the Managing Director to identify HR and People priorities and develop the company's HR strategy.
- Work alongside the CEO and Managing Director to contribute to company HR and People projects.
- As the role develops, lead on HR initiatives and actions.

Salary & Benefits:

Hybrid working

25 working days holiday per annum plus an extra day each year after 3yrs service up to a maximum of 30 days

10% non-contributory pension

Discretionary bonuses in June and December with option for Bonus Pension Sacrifice

Annual salary review

Company social events

Film screenings

On-site cafe discount

Local gym discount

Cycle to Work scheme

Working late benefits - meal and travel

Employee Assistance Programme

If you have the skills outlined above and would like to be considered for this opportunity then please send through your CV for consideration.