

Established in 1999, XYi Design is a London-based agency with 25 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 Officer who will play a crucial role within XYi Design.

Position Overview

In this role, you will be appointed as our first in-house HR Officer, serving as the primary point of contact for employee queries, collaborating with our skilled Operations team to support the entire employee life cycle. You will have administration support from our full-time Office Manager and contribute to projects alongside the CEO and Managing Director. This is a milestone for our growing business and 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.

Duties

- Processing all HR related enquiries or requests and providing prompt, accurate and thorough responses to inquiries and questions
- Build good working relationships with all directors in order to understand the company ethos and our flexible approach
- Ensuring company policies and handbooks are up to date and follow legislation
- Leading company HR updates and hosting demonstrations where applicable
- Support in Recruitment and managing the employee lifecycle to include right to work, offer letters and contracts. This includes an understanding of the process for our small Los Angeles team and supporting where necessary.
- Ownership of our HR software system and maintaining records of employees
- Staff onboarding and offboarding responsibilities such as exit interviews
- Build good working relationships with all line managers in order to better understand their needs and provide appropriate HR related support
- Coaching and guiding managers with all people issues and joining the monthly managers meeting when relevant
- Oversee the Office Manager and Mental Health First Aider with their EAP and Awareness Day duties, approving posts to ensure they are relevant to the team and our culture

- Maintaining the highest standards of confidentiality, and ensuring the integrity of HR records and conduct
- Any other ad hoc responsibilities and initiatives as the role develops

Necessary Skills and Experience

- The individual in question should be well-presented, friendly, caring, and personable
- An HR experienced individual who is familiar working in an SME creative environment
- Degree educated or equivalent plus CIPD qualified (or working towards)
- Adaptable and flexible in approach
- Ability to manage your time effectively whilst working on a range of complex matters within a fast paced environment
- Proactive approach to continuous business improvements
- Self motivated with the ability to act on own initiative
- Experience on implementing processes
- Demonstrate organisational skills and attention to detail
- Sound judgment and problem solving skills
- Ability to remain calm in stressful situations
- Professionalism and an overall positive attitude
- The ability to motivate and manage staff
- Demonstrates commitment to, and enthusiasm for personal development
- Ability to communicate effectively, verbally and in writing, to differing audiences
- A positive 'Can Do' attitude

Salary & Benefits:

Annual salary review

Discretionary bonuses in June and December

10% non-contributory pension

25 working days holiday per annum plus an extra day each year after 3yrs service

Film screenings

On-site cafe discount

Social events

Working late benefits - meals and travel

Employee Assistance Programme

Hybrid working

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