



McInroy & Wood

PERSONAL INVESTMENT MANAGERS

McInroy & Wood Limited – Head of Human Resources

The firm has reached the stage in its organic growth where a Head of Human Resources is required to join our team based in Haddington. We are open to considering applications from suitably qualified and experienced candidates looking to work on a full or part-time basis.

McInroy & Wood is a thriving and independent private client investment management firm managing over £2bn worth of clients' investments, which are invested directly around the world. We are housed in our own purpose-built premises in Haddington, with additional offices in London and Harrogate. We strive to build a diverse team, recognising the many benefits that this brings to our clients and colleagues, and we are proud of our collegiate approach.

Role and responsibilities

The Head of HR will provide high quality leadership and oversight regarding the development and delivery of the firm's People Strategy and HR function ensuring it is responsive to business and organisational needs. He/she will work collaboratively with the management team to enable a culture that supports our people, values, mission, and vision.

The role will involve:

- Supporting the CEO and wider Executive team to set comprehensive goals for business performance and growth in line with the Company strategy including planning and controlling change in regard to expansion activities.
- Overseeing Company and employee activity, building a highly inclusive culture ensuring employees thrive and organisational outcomes are met.
- Communicating effectively to the Board and key stakeholders regarding the risk profile of the business from a people perspective through presentations, updates and reports.
- Overseeing the development and embedding of the People Strategy across the Company with an emphasis on building capability and workforce planning.
- Delivering an efficient and responsive professional HR advisory service to managers and employees.
- Oversight of Payroll processing and Company benefits ensuring best practice principles are applied.
- Responsibility for the firm's recruitment process, ensuring this is effective and complies with good practice.
- Responsibility for the firm's performance management process (employee reviews)
- Undertaking project /research work in relation to HR, learning and organisational development to enhance business capabilities.
- Champion EDI through best practice HR management of staff through fair, efficient and pragmatic application including training and coaching managers in HR policy and practice.
- Ensuring the firm's HR procedures adhere to the SMCR and conduct rules as defined by FCA regulations.

Preferred attributes and experience

We are seeking a candidate with HR leadership experience in small to medium-sized growing organisations, preferably in an FCA regulated business, who has a proven track record in advising management on initiating, delivering and embedding change in a growing business. The ideal candidate will have a solid understanding of HR best practices, employment legislation and regulations, including payroll. Strong communication and organisational skills with an eye for detail are essential. The successful candidate should have a positive, can-do, and flexible attitude, combined with a collaborative approach to duties and responsibilities.

What we offer

Remuneration and other benefits will be competitive and subject to experience.

Holidays:	25 days per year; increases to 30 days depending upon time spent with company. Additional holiday in the year following milestone anniversaries (10 years and every 5 years thereafter).
Pension:	Group personal pension scheme, defined contribution. Company contributes 7% of salary p.a. (employee contribution of at least 2%). We offer a pension salary exchange arrangement to all active scheme members.
Health:	Private healthcare insurance.
Life Assurance:	4 x salary Death in Service cover.
Social Commitment:	Paid leave for volunteering purposes.

If you are interested in applying, please email recruitment@mcinroy-wood.co.uk with your CV and a short covering letter of no more than 500 words to introduce yourself, outlining what you can bring to the role and explaining why you wish to pursue a career with McInroy & Wood.

Closing date: 13th October 2024