

Head of Talent

[This example job spec/advert was compiled using the key Bookkeeper responsibilities and skills we see most often requested/listed on the Juggle platform.]

While in our experience the general/macro requirements of the role are transferable across different sectors and company sizes (and therefore the type of advert that attracts high-quality professionals is broadly the same), please read the text carefully, add your business-specific needs, and - most importantly - tailor the text to match the culture and values of your business.]

Schedule (part-time/full-time with flex etc)

Salary

(Length of contract if necessary)

Location city

We are searching for an amazing Head of Talent to join a [type and rough size of your business]. Reporting into the Founder, the Head of Talent will be responsible for developing a compelling talent strategy and help ensure the company attracts and motivates outstanding people.

Responsibilities

- Talent Acquisition - Partner closely with Talent Acquisition Manager and Hiring Managers to ensure the recruitment process and employer brand reflect the company
- People Operations - Be responsible for all parts of the business lifecycle, including on-boarding and internal communications as well as employee

engagement. You will manage day-to-day employee relations, ensuring they are compliant in how they handle all employee related matters.

- Learning & Development - You will be responsible for developing and rolling out a Performance Review Process as well as a L&D framework
- Reward & Compensation - You will work closely with the senior leadership team to develop our compensation structure as we grow.

Background and Skills

- Experience scaling the people function in a fast-growing company.
- You are proactive and comfortable thinking independently about both today's and tomorrow's challenges.
- You are a people person first and foremost, with a passion for creating an employee value proposition to be proud of.
- Great communicator, you are comfortable presenting to and holding your own when challenged by senior leadership.
- You thrive with the challenges of a fast scaling startup and have a clear idea about the systems, processes, tips and tricks to ensure that the people function can scale with, and can support the scaling of, the wider business.
- You possess a mix of foundational theory and tried and tested experience which underpins your decision-making.