

# Part time HR Manager (3 days per week/hybrid working)

## Com Laude – About us

The Com Laude Group is an established and trusted partner to many of the world's most recognisable brands. The business has operated at the heart of the internet since the inception of Com Laude in 2004, and today is regarded as the most trusted provider of the highest quality domain management services to corporates.

Headquartered in London, and with offices in Eastbourne, Edinburgh, Caerphilly, Seattle, Valencia and Tokyo, the business is expanding internationally as it continues to develop and grow.

## Culture

The Group has a strong culture born out of the depth of expertise of our employees and the considered approach all employees take to the development of the business. We are honest, ethical, trustworthy and professional in everything we do. And most importantly we always place the customer first, constantly striving to maintain our status as the quality leader in our niche industry.

## Services and Markets

The business operates at the intersection of Intellectual Property Protection and Information Technology.

It has a well-established Internet Domain portfolio management business, trading as Com Laude. This business is supported by a client management team who are experts in their field and who passionately develop the strongest relationships with our clients.

Our teams use our bespoke domain management platform to efficiently manage internet domain portfolios for our clients located all over the world, as well as associated services. There is an advisory element to the services, which clients highly value. It enables clients to tailor their portfolio to their branding goals and business needs as well as suit their budgets and is complimented by our domain monitoring and dispute resolution services.

The Group also operates a leading new Top-Level Domain consultancy business. This business provides strategic consulting, application management services and ongoing support and services to our clients who chose to secure their own internet top-level-domain. This includes the so-called ".brand" domains such as .hsbc and .aws. Future rounds of new top-level-domain applications are expected within the next 2 years, and with growing awareness amongst potential applicants the prospects for growth are attractive.

## Part time HR Manager (with a global remit) 3 days per week.

We are open to consider applications from candidates within reasonable commuting distance to any of UK offices (London, Eastbourne, Caerphilly & Edinburgh).

Com Laude operates within a hybrid working model. The role holder will have the flexibility to work up to 50% of their time from home, and 50% of their working time from a Com Laude office in the UK.

### About you

You may be looking for your first standalone role or may be a more seasoned HR professional looking to gain a better work-life balance. Either way, you are curious, love learning and most of all are passionate about the difference you can help us make through and with our people.

### About your new role

The role will provide a direct support function to the Chief Financial Officer and be supported/mentored by our part-time HR Director. As our HR Manager, you will be responsible for continuing to consolidate and develop the HR function at Com Laude in line with the Company's growth plans. You will be responsible for the full employee lifecycle and all operational people activities, supporting and coaching people leaders, developing them to the best version of themselves.

Com Laude has a caring cultural style, with results focus and increasingly a focus on learning & development. We also recognise the importance of a wider purpose, encapsulated by the work of our RISE committee

### What you'll need to succeed

To be successful for this position, you will be an experienced HR professional who has previously operated at this level, in a standalone position. You will have worked within a fast-changing environment ideally for an international, global organisation. Experience of working within the IT or Technology industry would be an advantage.

#### Key responsibilities for this role include:

- Partnering with senior leadership and people managers to improve processes across all aspects of the employment cycle.
- Maintaining and developing appropriate data and metrics to inform appropriate decisions in relation to business and people related activities.

- Providing HR support and development to the leadership teams on a wide range of HR issues, including company policy, employment legislation and performance management.
- Supporting and developing a continuous learning culture within the business
- Ensuring policies are in line with the law and improving processes for the global business
- Providing advice and guidance on current and future employee Visa and immigration issues, in partnership with external advisers.
- Providing guidance, support and coaching to HR administration support
- Acting as a point of contact for employees to discuss confidential matters or grievances
- Supporting critical projects as directed by the Board.
- Liaising with external partners and suppliers on people and HR matters

**To be considered for this role you must be able to demonstrate:**

- Experience working in the HR profession, across all disciplines, ideally with experience of working and supporting a global employee and management audience
- Experience of operating in a multisite professional services or technology environment
- Experience of developing HR processes, procedures, and systems
- Experience of developing business plans for HR activities
- Experience of supporting senior leaders as an HR professional, whilst embedding change
- Intermediate to advanced knowledge and application of MS Word, Excel, PowerPoint, Share point
- Experience of working with and maintaining HRIS systems. Experience of working with HiBob HRIS would be an advantage

**Candidates must possess the following qualifications:**

- GCSE or equivalent in Math and English
- Level 7 CIPD qualification

To apply for this role please attach **a current CV and cover letter** detailing your suitability for this role and confirming our nearest office location to you and salary expectations.

Please do ensure you include a cover letter as we are genuinely interested to hear about your interest in our role and your thoughts on your experience, suitability and aspirations for the future.

Due to the volume of applications, we receive for roles, we cannot guarantee to provide feedback to unsuccessful applicants.