

Head of People & Culture (REF: HR0722)



Full or part-time

Closes: 31st July 2022

About the company

Beyond Business Travel is a leading travel management company in UK and Ireland who has continued to grow throughout 2022. We are dynamic, innovative, and fast-growing with a focus on providing the best in travel technology and service to our clients.

We are based in Belfast & Dublin and are looking expand our team with people who are enthusiastic and can deliver an exceptional customer experience. This company growth, combined with greater activity from our corporate clients means that we need to create a role for someone to look after our people and ensure that they feel valued and have a great place to work.

Why work for Beyond Business Travel?

- All of our employees are currently working from home, but we have offices in Belfast & Dublin for hybrid working, training and office-based work when needed.
- We provide highly competitive remuneration
- Healthcare Plan
- Career plan with training
- We are a social bunch and enjoy nights out

Summary of Role

The role is responsible for creating a healthy productive workplace that attracts, retains, supports, engages and develops our people to be the best they can be.

Key Responsibilities

- Taking a lead on wellness initiatives and creating a healthy and productive workplace contributing to a positive culture within the business
- Having a voice is an important part of working at Beyond Business Travel and ensuring that team meetings and performance reviews happen, employee surveys and suggestions are actioned.
- Ensuring that everyone knows what is expected of them, that the team all have role profiles, training plans and KPIs.
- The team have the necessary resources so they can do their jobs successfully.
- Celebrating success and highlighting work well done

- A key part of the end-to-end recruitment and selection process to ensure all candidates have a positive experience
- The first point of contact for new starters and ensuring that they are inducted into the business in the best way possible
- Designing and keeping up to date a relevant induction programme
- Responsible for all staff data in an efficient and accurate way, applying automation when possible
- Managing any rewards, bonuses, staff incentive schemes
- Review of compensation and benefits packages that retain employees
- Taking responsibility of policies and ensuring all key operating and employment policies and procedures are in line with legislation and business needs.
- Contribute to building a strong brand to attract employees and getting and retaining our Great Place to Work Certification
- Support and assist with organising team events and training

Skills and Experience

- Experience in a similar role
- Positive and passionate about culture and people
- Enjoy interacting with people in a professional environment
- Can do work ethic and ability to work in a fast-paced working environment
- Excellent organisational skills
- Ability to meet deadlines with a focus on attention to detail
- Excellent communication skills both verbal and written
- High levels of emotional intelligence and an adaptable communication style
- Proficient in MS Office applications
- Passionate about developing and supporting colleagues to fulfil their potential

Desirable

- CIPD qualification is an advantage not essential
- Marketing/ social media experience
- Experience in working in a high transactional sector

To apply to join our team please send your CV to HR@beyondbusinesstravel.com, all applications will be treated with the strictest of confidence.