

HR and Operations Lead

Achieve Breakthrough is an employee-owned management consultancy working with international clients, with offices in the countryside around the beautiful city of Bath. We are seeking an accomplished specialist to lead and manage the operational and resourcing side of the business during an exciting period of growth.

The focus of the role is to develop the resourcing and succession to make our next transition in the company – this includes how we optimise workflows, policies and people development to drive efficiency and ensure the smooth running of the company as it grows. The role requires strategic thinking, operational expertise and a passion for developing people.

Our ideal candidate will be a strong coach and communicator and able to influence and communicate at all levels. You'll have a commercial and strategic outlook whilst also being able to quickly understand business needs and utilise data in order to inform strategies, effectively plan and meet resourcing needs.

Proven ability to build necessary relationships, exceptional communication skills, the ability to take a short and long term view. Relevant experience within a consultancy environment and CIPD qualification are beneficial.

Key responsibilities include:

Resourcing

- Building a comprehensive resourcing strategy and recruitment
- Oversee and refine people processes
- Succession and career planning
- Building a strong bench of Associates across capabilities
- Identifying people managers training requirements

Sales and operations planning

- Run the process across the business according to resourcing guidelines.
- Effective scheduling and balancing demand and supply across resources
- Responsible for better utilisation of project management system capabilities

HR tasks

- Oversee and refine HR processes; Breathe HR system, induction process, people management process, performance development, HR handbook and contracts.

Account management team

- Coach and advise on development, ensuring standards, balancing workload and resolving issues

Management

- Responsible for all operational policies and processes that impact the company
- Managing budgets for business operations (IT, marketing, HR)
- Overseeing/managing external consultants for IT, Marketing, HR etc

This role will be office based 75% of working time. This opportunity provides a chance to make a meaningful impact on the future of the company and will be integral to taking Achieve Breakthrough to the next level of growth.