

JOB DESCRIPTION

Head of People

LOCATION:

Milton Keynes Head Office - Mix of home and office-based working

REPORTING TO:

Managing Director

HOURS:

Full-time

SALARY:

Dependent on experience



WHO ARE PRAGMATIQ?

Pragmatiq are a Microsoft Solutions Partner who specialise in designing and developing Bespoke CRM (Customer Relationship Management) Systems and Custom Business Solutions, leveraging Microsoft Dynamics 365 and the Power Platform.

Our team are at the heart of the business, with expertise spanning a variety of areas. Each day, we always aim to bring out the best in each other and all work together to achieve our mission:

We are a team of Microsoft Technology specialists, offering high-quality technical services; designing, developing, and supporting bespoke solutions. Working within our values of Accountability, Collaboration and Excellence, we use our expertise to push technological boundaries. By offering a true partnership, we help our clients to succeed and are able to accomplish great things together.

Our values embody who we are and underpin everything we do as a business. Additionally, they help us to ensure all activities and initiatives related to hiring, promoting, development and reward are aligned.



ACCOUNTABILITY

We take ownership & responsibility, and lead by example to ensure we deliver results.

Connected Values: Ownership. Reliability. Integrity.



COLLABORATION

By working together, being curious and sharing ideas, we identify solutions, quickly.

Connected Values: Humility. Respect. Communication.



EXCELLENCE

We believe in going above & beyond, being proactive and continually striving for better.

Connected Values: Ambition. Adaptability. Pioneering.



THE ROLE:

As the Head of People, you will play a crucial role in leading the development and implementation of Pragmatiq's people strategy. Your focus will be on fostering a positive work environment and promoting the company culture, and you will be instrumental in attracting, developing, and retaining top talent. With a current headcount of 24 and plans to expand to over 80 employees within 5 years, you will support the growth of the business and act as a champion for the culture.

The People function at Pragmatiq is still in its early stages, but there are already established policies, procedures, and a strong foundation in place. Your role will be to build upon these and drive significant improvements as the company enters its next phase of growth. The People aspect of the business is considered a key factor in the company's future success.

Although this is initially a standalone role, you will need to possess both strategic and operational capabilities, as well as be comfortable handling day-to-day HR responsibilities. Ultimately, your goal will be to help our company succeed by supporting and developing its people.

KEY RESPONSIBILITIES:

- › Design and deploy recruitment strategies to attract exceptional talent
- › Talent Acquisition - Lead hands-on recruitment and develop onboarding processes to optimise employee experience
- › Developing and implementing People/HR strategies and initiatives
- › Providing leadership on People/HR-related issues and policies across the company
- › Assisting the leadership team in achieving organisational objectives through a people/HR perspective
- › Championing a culture of continuous learning and improvement including training and development opportunities
- › Lead on the development and delivery of programmes to support staff progression and leadership capabilities across the organisation
- › Ensuring the company's values and approach are utilised to strengthen the organisational culture
- › Designing and implementing targeted interventions to increase levels of engagement and staff satisfaction
- › Controlling the performance review programme to deliver high performance and continuous employee development
- › Providing human resources support and consultation across the business, including complex issues e.g. disciplinary processes and formal grievances
- › Optimising the company's employee programmes, staff benefits and packages
- › Monitoring various aspects of employee performance including attendance and sickness leave

SKILLS AND EXPERIENCE:

- › Proven hands-on recruitment/talent experience
- › Proven experience as People/HR Manager or other HR Executive
- › Hold a relevant degree/CIPD qualification or equivalent practical experience leading a HR Function
- › Be people-oriented and possess the ability to build and effectively manage interpersonal relationships at all levels of the company
- › Proven experience in managing and leading all aspects of employee relations e.g. disciplinaries and performance management
- › Knowledge of HR systems, UK Labour law and best practices
- › Experience of working in a stand-alone role is desirable
- › As well as being a strategic thinker also has the ability to be hands-on
- › Experience of scaling up business in the technology industry is desirable
- › Knowledge of effective learning and development methods
- › Collaborate well in a team environment

EQUALITY, DIVERSITY AND INCLUSIVITY:

At Pragmatiq, we aspire to have a workforce that is diverse and representative of all sections of society. We value different thoughts and perspectives, and believe that a diverse workforce enables growth and creates a sustainably inclusive workplace for all employees. If you would like to discuss any specifics of the role and how you might be suitably qualified, or to discuss flexibility or accessibility requirements, please contact careers@pragmatiq.co.uk.

WHAT WE CAN OFFER:

You will be part of a fast-paced Microsoft Solutions Partner at an exciting period in our growth. You will be an integral part of a talented team, dedicated to client success and ongoing innovation to remain at the very top of our game in a specialist area of technology.

We provide our employees with an extensive benefits package, that includes:

- › Private medical insurance
- › Employee Self-Improvement Scheme; £500 funding to access a range of opportunities that support personal, physical, and mental development
- › Healthcare plan allowing you to claim money back on treatments across areas such as Dental, Optical and Physiotherapy
- › Access to a mental health support service
- › A rewards account providing a range of discounts across a variety of excellent brands
- › One paid-for volunteering day a year for a charity of your choice



Role: Head of People

- › Enhanced Maternity, Paternity and Adoption Pay
- › Up to £1,000 worth of training and certifications paid per year
- › Dedicated weekly education hours
- › Hybrid working environment
- › Quarterly team social events
- › 25 days of holiday, plus Bank Holidays
- › Option to buy an extra 5 days leave, or claim 5 days back at the end of the year
- › Birthday off work
- › £200 to spend on home office equipment
- › Competitive salaries
- › Walking meetings
- › Pension plan
- › Based in bright, spacious offices in Central Milton Keynes, a short walk from Centre:MK, The Hub and MK train station



HOW TO APPLY:

If you wish to apply for this role, please send your CV directly to careers@pragmatiq.co.uk.

