

JOURNEY

A large number of panda figurines, likely made of wood or a similar material, are scattered across a light-colored wooden floor. The figurines are black and white, with black markings on their faces, ears, and bodies. They are in various poses, some sitting, some standing, and some lying down. The background is a plain, light-colored wall.

## Client Overview

## ABOUT US

### WHO WE ARE

We are **trusted** advisors who partner with Founders & Boards to deliver HR strategy & support.

We **create** great places to work through bringing **equitable, people focussed, strong HR** practices to life.

### HOW WE DO IT

Our team of HR Consultants who, with their range of experience, add value through **getting under the skin** of your business.

We take on the mantle of being **your People and Culture experts**.

We connect with your people, take responsibility for getting HR stuff done and partner with your Board to implement a People strategy that works for your business.

We deliver **high quality, practical** solutions with **accuracy** and **efficiency**.

## OUR SERVICES



### RETAINED HR SUPPORT

We offer everything you would expect from a well-rounded HR team, always placing an emphasis on jargon free, straightforward advice and commercial solutions.

Providing legal support and advice for both small and more complex employee relations issues and helping navigate and mitigate risk to your business.



### TALENT & CULTURE PROJECT WORK

We partner with our clients to ensure their business plans and people agendas are aligned, enabling them to achieve their strategic goals.

We drive high performance through implementing career development frameworks mapping talent, skills and capabilities and structuring longer term succession plans to support business growth.



### MANAGEMENT & LEADERSHIP WORKSHOPS

Our practical, short, focused workshops help agencies improve their communication and management & leadership skills.

These can be delivered as intact development programmes for our clients and we also offer open workshops for leaders and managers to join from different organisations.



### COACHING

We help our clients develop and grow as they transition into leadership roles. We also offer maternity coaching to our clients.



### EMPLOYEE ENGAGEMENT

Employee engagement is a key ingredient in fostering high performing individuals and teams, which ultimately drives organisational success, higher retention, and employee wellbeing.

Our survey captures engagement data and includes a high performance and inclusion index.

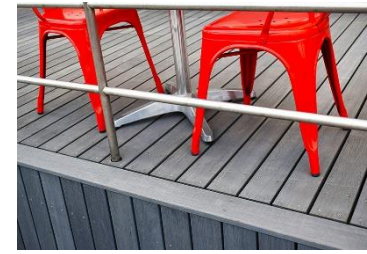


### EQUITY, DIVERSITY & INCLUSION

We work with our clients to ensure that their cultures and people practices are inclusive and encourage diversity.

We do this by clarifying metrics, creating goals with clear actions for positive change.

## ADDITIONAL SERVICES & PRODUCTS



### WELLBEING SURVEY/STRATEGY

Our well-being survey helps clients assess 'what well-being success looks like for their organisation', & 'how to establish their organisation's well-being goals'. We partner with our clients to implement a well-being strategy which is right for them and aligned to their business goals and values.

### FREELANCE ENGAGEMENT SURVEY

Our survey is used to assess the level of satisfaction and commitment among freelancers or independent contractors working for a particular organisation or client. It aims to gather feedback and insights about various aspects of the freelance experience to foster deeper commitment and productivity.

### SALARY & BENEFITS BENCHMARKING

Our comprehensive reports compare an organisations compensation and benefits packages to those of similar size in the same industry or geographical location. This ensures that the organisation's pay and benefits are competitive and aligned with the market rates.

### HANDBOOK/CULTURE BOOK

We create company handbooks that are in line with best practice, current employment law, and encourage clients to include progressive policies, ensuring that their employees are well-informed, and their policies are up-to-date.

### PSYCHOMETRICS

Lumina Spark is a psychometric tool that provides valuable insights into personality traits, communication styles, and working preferences. Its benefits include improving team communication, increasing self-awareness, enhancing leadership development, improving recruitment and selection, and enhancing employee development.

### START YOUR HR JOURNEY

These workshops have been designed for anyone currently working in a small to medium sized creative business, who is exploring the early stages of their HR career and is eager to learn more about HR in an informal and engaging environment. These series of six workshops are aimed at HR Administrators / Assistants, EA / PA's, Office / Commercial Managers with HR responsibilities.

## OUR PEOPLE

**We have a 21-strong team**, comprised of HR & Talent Directors right through to HR Administrative support.

The breadth of skills within our team allows us to supply a fully flexible service to our clients, providing the right level of support at the right time, crucially at the right price.

## TYPICAL ACTIVITIES BY LEVEL

### CHIEF PEOPLE OFFICER

- Coaches Founders on their HR& Talent strategy and contributes to business/growth planning
- Operates as a Non-Exec Director at Board level
- Builds Employer Value Proposition
- Industry expertise and thought leadership (panel discussions/industry judges etc.)
- Designs and delivers leader/manager/team building workshops & coaching

### HR DIRECTOR

- Takes leadership and accountability for the development & delivery of HR strategy for our clients
- Senior Leadership Team and Board presence, representing the HR/People function and agenda
- Complex case management & resolution
- Technical HR expert and escalation point
- Creates competency frameworks (behavioural and technical)
- Mentors in house HR Managers

### HEAD OF HR

- Develops & delivers HR Strategy with our clients.
- Senior Leadership Team direction and collaboration on HR/people function with an EDI lens
- Case management and resolution.
- Creates behavioural competency frameworks
- Escalation point for Senior HR Consultants
- Mentors in house HR Managers

### SENIOR HR CONSULTANT

- Partners with our clients to deliver HR strategy
- Manages complex ER cases alongside HR Director
- Delivers HR analysis and insights to clients based on research and market interrogation
- Upgrades people practices and rituals within our clients to make them more inclusive

### HR CONSULTANT

- Supports employees on day-to-day HR queries, company benefits, development planning, remuneration & reward
- Leads on recruitment & selection process
- Advises and coaches managers on formal HR processes
- Works with management to ensure people processes run smoothly and add value
- Delivers HR analysis to clients - salary surveys, DEI insights, employee engagement recommendations

### JUNIOR HR CONSULTANT

- Supports employees on less complex day-to-day HR queries, company benefits, family friendly policies, development planning, remuneration & reward
- Supports on recruitment & selection process
- Supports on onboarding, probation and appraisal/review processes
- Advises managers on less complex formal HR processes
- Creates and quality checks HR correspondence

### SENIOR HR ASSISTANT

- Creation and management of HR correspondence
- Advising managers on all formal HR processes
- Exit interviews / leaver process
- Note taking during formal meetings
- Supporting employees on company benefits, training & reward

### HR ASSISTANT

- Onboarding administration
- Handbook policy maintenance
- Scheduling appraisals/probations
- Administration relating to absence and leave
- Maintaining & updating HR Records including creation of HR correspondence
- Training & recruitment administration

# WHO WE WORK WITH

