

People Operations Lead (HR), Oviva UK

Hours: 40 per week

Reports to: UK Operations Director

Location: Leeds (with some travel to London Office post COVID)

Start Date: ASAP

About Oviva

We believe good health starts with nutrition and lifestyle, not medication. Our mission is to help 50 million people lead healthier and happier lives by 2025 by providing the best diet and lifestyle therapy through technology.

Oviva was founded in 2014 and is Europe's largest provider of digitally-enabled behaviour change treatments to people with health conditions related to diet such as type 2 diabetes, prediabetes and complex obesity. We offer our patients the most accessible, personalised and high quality care possible, and we embrace technology to overcome the demand challenges facing the NHS and health systems worldwide.

We do this by:

- Creating unique, digitally-enabled treatment programmes for patients, delivered by dietitians supported by a multi-disciplinary team of psychologists, psychological wellbeing practitioners, specialist nurses, activity experts and health coaches.
- Offering patients access to expert advice in a time and place of their choosing, via our smartphone app, online learning portal (with tailored video, audio and written learning content) or over the phone.

Our services are delivered in partnership with the NHS, supporting quality and efficiency improvements. Today we provide NHS services in over 50% of NHS regions and were recently selected for the NHS England Digital Diabetes Prevention Programme and the NHS England Innovation Accelerator. Beyond the UK we also operate in Switzerland, Germany, and France, and are backed by Europe's leading venture funds.

We can only deliver all of this with the help of our incredible team. Having a culture that people want to work in is very important to us and we're proud to say 96% of our team would recommend working for Oviva. We do this by keeping our values at the forefront of everything we do, from patient care to internal culture:

- We put the patient first
- We measure & improve
- We tackle it together

The Role

We are looking for an outstanding People Operations (HR) Lead to join our Business Support Team, reporting to the Operations Director. The role includes line management of our 2 FTE People Operations (HR) team. The candidate should be an experienced People (HR) professional, a member of the CIPD, and be a strong relationship builder with clear and demonstrable experience in understanding and being able to nurture company culture through strategic People (HR) planning and implementation.

As the People Operations Lead position covers both our Leeds/London office and our remote workforce, experience in a multi site and remote working capacity would be advantageous. This role will encompass all of our day-to-day People (HR) activities, as well as owning the development of the strategic direction of the People (HR) function as Oviva continues to grow with a focus on Learning and Development, Employee Satisfaction and Engagement, Compensation and Benefits, and Onboarding and Recruitment. The role is broad, and requires somebody who has exceptional time management and organisational skills. Overall, we need somebody who can ensure that our employees have an amazing experience with us!

A fast paced role, the right person must be able to hit the ground running and take accountability for their own success. The ideal candidate would have the right mix of strategic thinking and experience of implementing successful People (HR) strategies as well as being willing to get their hands dirty and be involved in the day to day People activities.

The candidate will need to work collaboratively with a range of stakeholders including Line Managers and the Senior Management Team therefore they must be able to communicate comfortably with a range of different personalities without being hesitant to assert their ideas and advice. The role requires the right person to work autonomously, thinking big as well as having keen attention to detail. You will manage the 'employee lifecycle' end to end and lead the way for improving our overall people experience. You will be the key point of contact for all staff on everything People (HR) related, in addition to supporting Management with everyday People (HR) tasks as they arise. The role will be a true Partner with the rest of the business and play a crucial role in ensuring the successful growth of both our People and our business believing they are mutually reinforcing topics!

Key Responsibilities

- Managing all People (HR) processes internally and innovating these for efficiency and quality
- Continuously reviewing our recruitment, induction and appraisal systems to be fit for a fast growing operation
- A true understanding of organisational culture and how to manage and develop culture through change activities
- Give guidance and coaching to management teams to empower all managers to make effective people decisions
- Provide advice on all aspects of Company policy, best practice, employee relations and employment law
- Work directly with and be a member of the Senior Leadership Team across all departments, offering advice and support in matters such as sickness, parental leave and performance management
- Own the end to end 'employee lifecycle', working closely with all department heads to support recruitment, onboarding, training, retention and offboarding
- Support and lead various ad-hoc projects as dictated by the needs of the business unit e.g. organisational setup, TUPE
- Implement a People (HR) Strategy for the organisation, including learning and development, talent review, succession planning, onboarding, recruitment and employee engagement
- Work collaboratively with the Finance and BI Lead to ensure that payroll is correctly executed each month
- Maintain full suite of People administration including staff data and documents, all types of leave, policies and procedures
- Lead strategically on driving staff happiness and retention
- Experience in change management, ideally able to apply a structured methodology when managing/supporting change

The Ideal Candidate

- Minimum 5 years experience in a People / HR role
- CIPD Level 5 + qualified with strong knowledge of HR legal frameworks and best practice
- A confident self-starter who will roll their sleeves up and hit the ground running
- Experience in developing and implementing L and D strategy within a multi site business environment
- Innovative with great sense of initiative
- Driven, energetic, tenacious and willing to learn fast
- Excellent communicator and influencer
- Happy working in a fast-paced environment
- Confident working autonomously within your remit

- Great teamwork skills and a strong communicator
- Experience managing TUPE ideal

Our Offer

- The opportunity to make a meaningful impact in revolutionising healthcare in the UK
- The opportunity to work in one of Leeds City Centre's most prestigious office buildings with panoramic views of the City
- Regular travel to London office (post-COVID)
- Exciting and rewarding role in high-growth environment
- Training opportunities
- Flexible working
- Competitive salary and benefits
- 25 days holiday (plus bank holidays) with the option of an additional 5 days unpaid leave
- Company pension
- Regular team socials

To apply please send your CV and cover letter explaining why you would be excellent for the role to andrew.fitzgibbon@oviva.com