

BroadwayMalyan^{BM}

HR & Payroll Officer
London Studio
Candidate Information Pack



Award winning global design firm seeks talented HR Officer for a 12 months fixed term contract (maternity cover).

Salary Negotiable depending on experience

Job Broadway Malyan (BM) is a global firm of architects, urbanists and designers with over 500 employees spread across 16 global studios organised into four Regions – the UK, EMEA, APAC and the Americas. Nearly 60 years after it was founded, the business entered an exciting new phase in its development in November 2016, converting from a primarily director owned structure, to one where a majority of shares are held by an Employee Ownership Trust (EOT).

Broadway Malyan has an exciting opportunity to join our team at our London Studio and Head Office. As HR Officer you will support the HR team with day-to-day operational and strategic activities for UK, APAC and EMEA.



Annika Malone
Head of People

We design cities, buildings and places with a strong sense of identity and place.

#We are creative thinkers

Creating a great place to work

Key accountabilities

- Support managers and employees with ad-hoc requests, questions and advice on day-to-day activities
- Ensure timely completion of daily people processes through the employee lifecycle
- Complete the onboarding and leavers process in a timely manner
- Administration of HR database
- Input monthly data and process payroll submission (outsourced)
- Support with the preparation and implementation of change initiatives
- Support the HR team with employee relations topics and processes
- Provide the business with monthly management information and/ or ad hoc HR data requests.
- Support the HR team with annual HR Processes (Performance Management, Talent Review, Succession Planning, Salary Review)
- Work closely with the HR team and key stakeholders to ensure Broadway Malyan has the right structure, culture and capabilities to deliver our business plan
- Collaboratively work with the wider HR Team to develop innovative, timely and cost effective best practice HR initiatives that can be implemented across Broadway Malyan
- Proactively research and identify best practice initiatives and delivering as appropriate



#We are passionate people



#We are insightful innovators

Skills & experience

- HR experience
- Payroll experience
- Good communication skills
- Comfortable and capable in high performance and high pressure situations
- Agile learner with the ability to embrace change and drive this in their business area
- Ability to work on multi-projects to tight deadlines.
- Ability to use own judgment in decision making processes
- Commercial thinking combined with organisational awareness
- High degree of confidentiality, integrity and empathy
- Must have a pro-active approach to work and an open and enquiring mind
- Analytical with strong attention to detail
- Fluent in English
- Knowledge of HR Best Practice

Desirable

- Experience in professional services or consultancy
- Additional languages would be beneficial; Chinese, Portuguese or Spanish in particular



#We are responsible placemakers

Application and Recruitment Process

If you are a collaborative and passionate individual who is looking for an exciting opportunity to build a career in HR and work for a global design practice, then please send your CV with a covering letter to:

recruitment@broadwaymalyan.com quoting the job title in the subject line.

We encourage and welcome applications from across the global community and all appointments are made solely on merit.