



Head of HR

Closing Date: 31st January 2025

Salary Range: £63,000 - £67,000

Are you an experienced HR professional ready to lead and shape the people strategy and operations at a world-renowned business school? This is a unique opportunity to make a significant impact, fostering a high-performance culture and building an exceptional place to work.

As Head of HR, you will report to the Dean of the London Campus and collaborate closely with the directors, while leading a small dedicated HR team, ensuring success in delivering a high-quality and efficient HR service.

Knowledge Skills and Experience

Essential Requirements

- Proven experience in HR management roles, within the higher education (desirable) or education sector.
- Strong strategic vision with hands-on experience in HR operations, recruitment, employee relations, and payroll management.
- Experience of developing processes and systems creatively resolving numerical, IT and relational complexities.
- Experience of working with complex Payroll and contractual data.
- Expertise in talent management, staff engagement, and fostering a high-performance culture.
- Excellent knowledge of employment law and HR best practices.
- Exceptional communication and leadership skills to inspire and influence at all levels.
- A proactive, solution-oriented approach with the ability to manage multiple priorities effectively.

Main Duties and Responsibilities

- Lead the HR department, including payroll services, ensuring efficient, responsive, and accurate operations.
- Introduce meaningful staff well-being programmes to create a supportive and inclusive culture.
- As Head of HR in London, contribute to making the Group Human Resources Department a true strategic partner in the definition and implementation of ESCP's strategy.
- Streamline HR processes, integrate ERP and payroll systems, and deliver data-driven insights for senior leadership.
- Provide expert advice on employment law and lead on complex employee relations matters.

- Ensure accurate payroll and benefits administration and maintain HR records in compliance with GDPR.
- Develop innovative HR initiatives to enhance employee engagement, organisational performance, and talent development.
- Adopt a proactive and practical approach to managing and delivering daily HR practices.
- Oversee compliance with employment law, manage contracts, and create a positive, inclusive workplace environment.

What can ESCP offer you?

- 30 days annual leave with the addition of Bank Holidays plus Birthday Leave
- Company pension scheme with exceptional employer contributions
- Permanent Health Scheme
- Death in Service Insurance
- Private Healthcare after a successful probation period
- Enhanced Paid Maternity & Paternity with length of service
- Enhanced Sick Pay with length of service
- Hybrid Working is available, upon negotiation with the manager
- On-site Cafe with Staff discount
- Exclusive discounts with surrounding local businesses
- Language lessons available in Spanish, Italian, German, French

Application details

Applicants should submit a cover letter and CV to our Human Resources Department at ukrecruitment@escp.eu

Please note the HR Department start screening CVs and interviewing candidates from the start of the recruitment campaign. A successful candidate could progress to the offer before the advertised closing date. We encourage you to apply as soon as possible.

ESCP Business School is committed to offer equal employment opportunities regardless of age, sexual orientation, gender, nationality, ethnic origin, disability or parental status.

We base all our employment decisions on merit, job requirements and business needs.

For more information about the School please visit our website on www.escp.eu