



## JOB DESCRIPTION

<b>Job Title</b>	Senior International HR Consultant
<b>Reports To</b>	Head of International HR Solutions

## ABOUT MCN

We are a dynamic niche HR consultancy, which is expanding to support the rapid growth of our client base. Our traditional client base is made up of US-owned SME's who are looking to expand their global footprint.

The Compensation & Benefits team are responsible for supporting and advising our clients in all matters regarding employee benefit and compensation programmes, on a global basis.

We're a small and friendly team that works collaboratively, putting customer satisfaction at the heart of everything we do. As a team we strive to make MCN a great place to work, as well as a company that our clients like to do business with.

MCN is part of the FMP Global Group.

## SUMMARY

The Senior International HR Consultant will be required to provide consultancy services to MCN's clients in the areas of international core HR consultancy, and immigration and global mobility. Such consultancy support will primarily be delivered via email and telephone, although there may be occasional requirements to travel to client sites.

The position will be primarily home-based, although the role will require regular in-person meetings with team members, who will also be home-workers. The team are currently located in the Bristol, Thames Valley and Central London areas, and the role will require regular individual and team working sessions. The main FMP Global office is in Chichester, and it is anticipated that there will also be regular travel to this office as part of the broader interaction with the parent company.

## MAIN RESPONSIBILITIES

- Core HR Consultancy: The provision of advice and support to clients throughout the employment relationship as pertains to employment documentation and employee relations. Support from in-country lawyers and consultants may be called upon where necessary, subject to prior approval to incur third party costs.
  - To prepare contracts of employment and offer letters tailored to client requirements;
  - To prepare policy documents and handbooks and/or review and revise clients' existing policy documents and handbooks as requested;
  - To prepare overview documents summarising local legislation and HR practice;
  - To provide ad hoc guidance to clients on one-off HR queries;



- To support clients in particular HR cases and projects, such as termination of employment (individual or collective), performance and absence management, discipline and grievance.
- Immigration and Global Mobility Consultancy: The provision of advice and support to clients in respect of immigration cases, in liaison with in-country lawyers and consultants where necessary.
  - To advise on the available immigration options based on a client's particular circumstances (e.g. client's legal presence in a country, nationality, position and salary of impacted employee);
  - To manage individual immigration cases from start to finish, preparing required forms, advising client of necessary supporting documentation, submitting applications to the relevant immigration authorities;
  - To track client employees with temporary work authorisation, advise client when this is due to expire, and provide options for keeping the employee in-country if requested;
  - To provide ad hoc advice to clients in respect of global mobility implications (such as COLA), upon request;
  - To prepare expatriate assignment letters as necessary.

A proportion of the Senior International HR Consultant's responsibilities will be devoted to projects, details of which are to be agreed with the line manager.

As duties and responsibilities change over time, the job description will be reviewed and amended accordingly. The Senior International HR Consultant will carry out any other duties as are within the scope, spirit and purpose of the job as requested by the line manager.

## **PERSON SPECIFICATION**

### **Personal Qualities**

MCN Associates is a business experiencing rapid growth, and the Senior International HR Consultant will be encouraged to contribute to this growth through ideas for new product lines and improving efficiency in the business etc. The successful candidate will therefore demonstrate an ability to innovate, and an understanding of the bigger picture.

The Senior International HR Consultant must also be able to develop a rapport with key stakeholders, often senior-level executives, remotely via email and telephone. Flexibility to work outside of non-core office hours is important, due to the nature of working within various time-zones.

Resourcefulness and ability to work independently with minimal supervision are also important personal qualities.

### **Experience**

- Strong UK HR experience, particularly in handling employee relations cases of varying complexity



- Previous experience as a fee-earning HR consultant ideal; alternatively, experience as an HR Manager / Business Partner within an internal HR department with a client-centric outlook to servicing internal stakeholders would be especially desirable
- International HR experience is desirable

#### **Skills**

- Excellent written and verbal communication skills
- Ability to present complex information effectively to a range of audiences
- Ability to research information from a variety of sources, analyse their reliability and draw appropriate conclusions
- Excellent attention to detail
- Good problem-solving skills
- Good project management skills and ability to manage project stakeholders to maintain momentum to conclude projects swiftly
- Ability to work under pressure, prioritising different time demands appropriately
- Ability to identify additional opportunities to provide further services to clients
- Foreign language skills desirable

#### **Qualifications**

- CIPD qualification desirable but not essential