



JOB DESCRIPTION

Job Title	Head of Compensation and Benefits Solutions
Reports To	Director of Client Services

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 Head of C&B Solutions will be primarily responsible for the smooth running of the C&B department. The department lead will have strong HR experience in the field of Compensation & Benefits and will utilise this in leading a team of C&B professionals.

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 there will also be regular travel to this office as part of the broader interaction with the parent company.

The Head of C&B will also manage their own client portfolio, which will assist them with keeping abreast of the work carried out by the team, legislative updates and market trends.

MAIN RESPONSIBILITIES

- Line Manager support to the C&B team. This will include:
 - Providing ongoing day-to-day support as the main point of contact for team members
 - One-to-one coaching and development of team members
 - Monitoring utilisation and profitability of the department (at both team and individual level) and reporting to the management team
 - Collaboration with the Head of International HR Solutions in relation to cross-departmental matters, company-wide projects and initiatives
 - Review and allocation of client portfolios to team members
 - Performance management
 - Recruitment and onboarding of new team members



- Provision of technical support to Sales Team, including some attendance on business development prospect calls and preparation of proposal documents
- Management of third party relationships (e.g. brokers, providers)
- Management of a small client portfolio. For reference, the C&B consultant remit includes the following activities:
 - The provision of advice and support to clients in relation to international employee benefits. Support from in-country brokers, insurers and consultants may be called upon where necessary, subject to prior approval to incur third party costs.
 - Provide clear advice and guidance to clients on statutory obligations in all jurisdictions, as relating to employee benefits and employer insurances
 - Provide clear advice and guidance to clients on supplemental employee benefits and rewards
 - Provide full implementation services with employee benefit programmes as required
 - Assist clients with developing their international benefits strategy
 - Preparation of employee benefit handbooks, as required
 - Provide benchmark data in relation to compensation packages and employee benefits (through third parties where necessary)
 - Develop and maintain key client and third-party relationships
 - Provide ad hoc advice for one-off queries relating to employee benefits and reward policies
 - Provide advice and guidance to clients with regard to company cars, allowances and associated elements in-country
 - Work with HR Consulting team in drafting employment contracts in the context of employee benefit provision
 - Work with the HR Consulting team on global mobility projects – providing support with benchmarking data, COLA reporting, advice on expat insurances versus local insurance provision

The duties and responsibilities will evolve over time as we look to develop new service lines; the job description will be reviewed and amended accordingly. The Head of C&B Solutions 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 Head of C&B Solutions 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 Head of C&B Solutions must also be able to develop a rapport with the team – this is critical to the successful running of the department. They must also be able to demonstrate their HR knowledge, in order to gain respect from both internal and external colleagues, clients and partners. Flexibility to work outside of non-core office hours is important, due to the nature of working within various time-zones.



Experience

- Strong UK C&B experience, with a particular focus on employee benefits
- Experience in a consultancy environment, ideally as an external consultant, or otherwise in an internal HR function with a client-centric approach to servicing internal stakeholders
- Managing a team of experienced subject matter experts, preferably in a remote environment
- International C&B experience is desirable

Skills

- Ability to work with different personality types and working styles, maximising individual strengths to get the best out of a team
- Sound judgement and ability to anticipate multiple steps ahead to support team members in presenting pragmatic, client-centred solutions
- Commercial awareness
- Excellent written and verbal communication skills
- Foreign language skills desirable