

People Operations Manager

Starting Date: As soon as possible

Contract type: Full-time and open-ended

Salary: if hired in London – 57'400 GBP, if in Geneva – 95'450 CHF, if in Delhi – 3'042'400 INR, if in Lahore - 6'773'600 PKR, if in Sweden – 840'000 SEK, if in the Netherlands – 78'000 EUR, commensurate with relevant experience and skills

Location: London, Geneva, Delhi or Lahore (hybrid) – Sweden and the Netherlands (remote).

Application closing date: 12 August 2024 noon GMT

About the Job

Are you a seasoned HR professional passionate about driving exceptional people operations and enhancing employee experiences? Better Cotton is looking for a dynamic People Operations Manager to join our team and play a key role in shaping our global people strategy.

As the People Operations Manager, you'll oversee all aspects of people operations, policies, and compliance within our organisation, reporting to the Senior People and Culture Manager. You'll manage the full employee lifecycle, supervise People Partners/Generalists and a Payroll Administrator, and optimise processes through data analysis and reporting.

The Challenge

Looking ahead to 2030, we are targeting reducing GHG emissions from cotton production by half, big cuts in synthetic pesticide use, improve soil health across our network, improve farm income and support women's empowerment among farmers and farm workers.

In this role, you will enhance people operations and employee experience, supporting the global people strategy and helping Better Cotton to become a great place to work.

Areas that play to your strengths

We are seeking a motivated People Operations Manager to join our People and Culture team. In this role, you will be responsible for:

- **Employee Lifecycle Management:** Own and manage end-to-end employee processes, including onboarding, integration, employee relations, exits, and record maintenance.
- **Policy Development:** Develop and refine people policies that comply with local regulations and support our Employer of Choice agenda.
- **Employee Engagement:** Propose and implement initiatives to engage and develop employees, fostering growth and wellness.
- **Expert Guidance:** Act as a subject matter expert, guiding People and Culture team and managers on policy interpretation and implementation.
- **Data Analysis:** Analyse policy and compliance data to identify areas for improvement and recommend changes.
- **Project Coordination:** Lead expansion projects into new office locations, including planning, budgeting, and implementation.

- **Relocation Management:** Coordinate approved relocations, focusing on established office locations and ensuring smooth transitions.
- **Vendor Partnerships:** Partner with vendors and service providers to ensure high-quality service delivery and accountability.

We are looking for someone who has

the following skills, knowledge, and experience:

- You've done this before—you have experience in a high-growth startup environment with constant change as your companion; 5+ years of experience working as a People Partner, HR Manager, HR Program Manager or similar role.
- Strong values with a clear inner core of purpose-driven leadership.
- Strong problem-solving, reporting and analytical skills. Skilled in Microsoft Excel, PowerPoint, and Word.
- Knowledge of HRMS and payroll systems.
- Demonstrated ability to research and analyse problems, providing feedback, guidance, and direction.
- A clear understanding of Human Resources practices and legal requirements.
- Working knowledge of the critical components of a successful HR department including employment law, performance management, resolving conflict, having difficult conversations, employee engagement, training, maintaining employee files, and managing operational budgets.
- Clear, strong verbal communication and consulting skills.
- Well-developed writing and presentation skills. Demonstrated ability to communicate clearly across all levels of an organisation.
- Discretion, sensitivity, and confidentiality. Demonstrated ability to listen, analyse and inform appropriately while maintaining the required sensibilities in handling confidential information.
- Must possess a Bachelor's Degree with demonstrated ability to understand the language of business. SPHR or other HR certification preferred.
- Experience with change management and organizational development is a plus.
- Ability to travel domestically and internationally (up to 20%).

What we offer

- Competitive salary
- Hybrid working – Two to three days/week in the offices central London, Geneva, Delhi or Lahore
- The opportunity to work from anywhere in the world for up to one month per year
- Flexible working, with core hours from 10 am to 4 pm local time
- Continuous learning and development
- Pension scheme
- 25 days paid annual leave, plus 8-9 Bank Holidays and a further 3 days off over Christmas
- Enhanced parental benefits
- A warm, positive working environment where everyone is valued
- The opportunity to make your mark and make a difference.

Working arrangements

The position is full-time (40 hours per week) and will be based either in London, Geneva, Lahore, Delhi, Sweden or the Netherlands. Better Cotton offers flexible working, with core hours being 10 am – 4 pm. The position will require up to 20% of domestic/international travel.

Apply now

Send us your CV (two pages maximum) and a brief cover letter (one-page maximum) by or before **12.08.2024** [via this link](#).

In your cover letter, please include an explanation of why your experience is specifically relevant to this role at Better Cotton. We want to see your personal style – what makes you tick and why you think your next opportunity is here with us.

Our hiring process

Initial Screening:

If you are selected, you will be contacted for an initial screening, which may involve a brief phone interview or video call. The purpose is to learn more about you, confirm basic qualifications, and discuss the role and organisation.

Interviews:

If you are confirmed after the initial screening, you will be invited for interviews. The interview process at Better Cotton may include one or more rounds with various stakeholders, such as the hiring manager, team members, and potentially senior management.

Assessment and Testing:

Depending on the role, you might be required to complete assessments, technical tests, or skills evaluations to gauge your competency and suitability for the position.

Reference Checks:

Once you progress further in the process, reference checks are conducted to validate your work history, skills, and qualifications, and for some roles, your education and criminal history.

Offer stage:

After completing interviews, assessments, and reference checks, the hiring team evaluates your performance and fit for the role. If you are selected and your references are relevant and satisfactory, you will receive a formal job offer letter outlining the terms of employment, compensation, benefits, and any other relevant details.

About Better Cotton

Better Cotton is the world's largest cotton sustainability programme. Our 200+ colleagues of 37+ nationalities are united by a shared passion and commitment to achieving the Better Cotton mission: to help cotton communities survive and thrive, while protecting and restoring the environment. Through our network of field-level partners a quarter of the world's cotton is now

grown under the Better Cotton Standard. We have united the industry's stakeholders behind our efforts, from ginners and spinners to brand owners, civil society organisations and governments. Everyone who cares about cotton and its sustainable future can now be part of something better.

About our Values

The post holder will be expected to operate in line with our workplace values which are:

- **Trustworthy** (including honest, transparent, credible)
- As having **Integrity** (including responsible, authentic)
- **Positive** (including problem-solving, pragmatic)
- **Engaging** (including adaptable, inclusive, holistic)
- **Daring** (including courageous, innovative, game-changing)

Being you @ Better Cotton

Better Cotton is committed to creating a diverse environment and is proud to be an equal opportunity employer with a strong commitment to good practice and transparency in the management of natural, human, and financial resources.

We have a zero-tolerance approach to any attitudes or behaviours that put children or adults at risk of harm. Safeguarding incidents are acts of serious misconduct and are grounds for disciplinary action, up to and including, dismissal and referral to relevant authorities for criminal prosecution. Therefore, all offers of employment are subject to satisfactory references and appropriate screening checks.