**Principal Consultant**

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| Job title | HR & Reward Principal Consultant | Job family | TBC |
| **Grade** | TBC | **Reports to** | ZMC – Engagement Director |
| **Location** | Home Based, with travel to offices as required. | **Team size** | Direct – 0  Indirect reports – 0 |

| About the role: |
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| Zellis is seeking a Principal Consultant to deliver the HR and Reward transformations for our customers and prospects. An external facing role, you will not have a direct team but instead will lead a virtual team, on an engagement-by-engagement basis, to deliver the outcomes. The types of projects you will be delivering will drive HR and Reward transformation for customers enabling them to take full advantage of good practice, AI and automation. This Principal Consultant will be extremely credible with customers, have a strong delivery history and be enthusiastic about transformation. The Principal Consultant is expected to have close working relationships with Commercial, Implementation, Technology and Managed Services.  The chosen candidate will bring experience, gravitas and a pragmatic and transformational approach to engaging internal stakeholders, will function as the voice of the customer internally (in a delivery context) and have a ‘can do’ attitude to enable us to exceed customer expectations and become their trusted partner. |
| **Role accountabilities and responsibilities:** |
| **In this role your key responsibilities will be:**   * Customer-facing involvement with clients; specifically, to review the current operations and strategy, undertake a gap analysis against good practice (process and technology), process redesign, organisational design and implementation of the recommendations. * Undertake job evaluations and/or pay audits for both public and private sector customers. * Readily embrace new product features and the opportunity this presents to deliver improved digitalisation to customers. * Identifying and pulling together the right project team with the right mix of skills for each engagement and project managing simple projects without the need for a project manager. * Own the delivery of each project in line with expected outcomes, bringing accountability for customer satisfaction, customer benefits and quality KPI achievement and delivering in line with target margins. * Great collaborator: willing to take leadership role in driving initiatives, working across organisations, and structuring approaches to new opportunities. * Leading on post project reviews and implementing lessons learnt in other engagements. * Cross-functional influence, relationship building, and project management skills.   **Essential Skills/behaviours:**   * Exceptional communication skills and ability to develop robust and enduring relationships with stakeholders at all levels of the internal and/or customer business. * An action oriented and collaborative collaborator by nature. Enthusiastic, driven and with defined leadership qualities with the ability to gain confidence and buy-in from his/her peers. * Strong delivery history for improving the internal HR, Reward and/or WFM operations. * Experience of undertaking job evaluations (either public or private sector) and pay audits (gender, disability and/or ethnicity). * Strong customer focus and ability to act as a point of escalation, driving through the remediations. * Continuous improvement mindset and problem-solving skills. * Capable of conveying complex concepts in simple terms and of tailoring presentation style of delivery to suit the audience. * Must be able to work effectively at all levels. Will have the gravitas, passion, and knowledge to be credible in all business situations. * Strong stature and presence. Must be highly credible both internally and with business partners. * Excellent people skills will be needed to build strong relationships and to sustain confidence with other colleagues that will be critical to the success of this role. |
| **Special circumstances / Other requirements e.g. travel requirements, working arrangements etc** |
| Travel to Zellis or customer offices as required. |

| About Zellis Group |
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| We are Zellis Group. The UK and Ireland’s leading provider of pay, reward, analytics and people experiences.  Zellis Group consists of three companies - Zellis, Moorepay and Benefex - who provide services to different customers and have the autonomy to design and deliver products to meet their unique needs. We are three distinct and successful businesses, but there is power as a group.  Our overall purpose is to *power exceptional employee experiences, so you and your people do better*.  **Our history**  We have over 50 years of heritage and industry experience – and we’ve been ahead of the curve throughout.  More than half a century ago, we were founded as Peterborough Data Processing. Quite a lot has changed since then – not least our name.  We were acquired by Northgate, becoming NorthgateArinso in 2007 and NGA Human Resources UK and Ireland in 2014, where we were joined by Moorepay. In 2018, the UK and Ireland division was sold to Bain Capital and now we operate as a standalone company.  After acquiring Benefex, we’re now even better equipped to serve the complex needs of our customers.  In September 2020 we launched Zellis HCM Cloud, the exciting next evolution of ResourceLink, our flagship payroll and HR solution.  **We’re proud of our culture**  At Zellis we work hard to create a culture where people want to join, belong to, and be part of a progressive organisation. We’re committed to recruiting and retaining a diverse and inclusive workforce that is representative of the customers we serve and the communities we operate in.  **Our values,** which were defined with input from all of our 2,000 colleagues, are not empty words on a poster. They reflect who we are, and how we operate as a business.  A screenshot of a computer  Description automatically generated |

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