

HR Business Partner, APAC

Reporting to: *Global Head of HR*
Department: *HR*
Location: *London, UK*
Contract: *Permanent, Full Time*

We don't just collect data, we connect data. YouGov is an international data and analytics group with the ambition to become a unique part of the global internet infrastructure - like Google for search, Facebook for social, Amazon for retail, we want it to be YouGov for opinion. Our value chain is a virtuous circle consisting of a highly engaged online panel, innovative data collection methods and powerful analytics technology. From the beginning we had one simple idea: the more people are able to participate in the decisions made by the institutions that serve them, the better those decisions will be. We are a global online community for millions of people, and thousands of organisations, to engage in a continuous conversation about their beliefs, behaviours and brands, and provide a more accurate portrait of what the world thinks.

We are searching for a HR Business Partner to join our team to focus on providing support across our Asia Pacific region. The HR Business Partner for APAC supports the Global Head of HR and Group HRD in supporting the APAC HR operations, ensuring continuity of service within the global business when implementing new initiatives for APAC in line with other regions. This role is primarily operational as we continue to build a best practice function. To be successful, the HR Business Partner needs to build credible relationships with our stakeholders and be a true business partner to the region, providing pragmatic solutions, advice and guidance to managers and employees across all areas of the employee life-cycle.

What will I be doing day to day?

Talent Acquisition & Management

- Working closely with the Talent team to support the on-boarding of all new talent into the business.
- Completing three-month check-ins with all new employees.
- Management of the performance management process for the APAC region.
- Working closely with the global Talent and L&D teams in identifying and growing our top talent.

Employee Relations

- Providing expert advice and guidance on the full range of global HR and people management issues.
- Management of employee relations issues (including disciplinary, grievance, capability and performance, and absence management) for the APAC region.

HR Administration & Compliance

- Completing all administration tasks, as required for the role, to ensure total HR compliance, and for matters related to payroll. This includes all on-boarding and off-boarding administrative tasks.
- Ensuring that all employee and HR files are maintained and kept up-to-date, including the ongoing maintenance of the HRIS to ensure it is accurate and all data is correct.

Small Print

Please note that this is not an exhaustive list, and we need you to be flexible in your approach to carrying out your duties, that may change from time to time to reflect changes in the business' needs. YouGov therefore reserves the right to vary your job description in consultation with you.



- Management and ongoing maintenance of all visa and immigration applications, ensuring we are compliant with legislation at all times, and are fulfilling our immigration duties and responsibilities.
- Collaborating with other global HR team members in all matters of visas and immigration where employees are relocating between regions.
- Reviewing and updating all policies on an annual basis to ensure they reflect our overall business objectives and support the global business effectively, including those that relate to local laws and regulations.

Learning & Development

- Providing assistance and support to the global L&D function to implement new initiatives.
- Organising, managing and coordinating L&D activities as required, in collaboration with the L&D function.

Global HR Projects & Initiatives

- Supporting on global HR projects and initiatives as they develop.

General

- Identifying areas where we can enhance our support function and reduce costs within the business.
- Developing strong and credible relationships with team leads and senior stakeholders and work with them to understand their HR needs and requirements.
- Developing more visible and stronger relationships with all offices within APAC, including the requirement to travel (if able to) to provide hands-on advice, support and guidance that reaches across all offices.

What do I need to bring with me?

- CIPD Level 5 Certificate in HRM or equivalent
- Proven international experience acting in a true business partner role
- Experience working in a cross-functional matrix organisation
- Experience building and developing relationships with multiple senior stakeholders
- An innovate and creative mind-set with the ability to challenge the norm to generate new ideas
- Effective organisation skills and can-do attitude (need to be hands on 'doer')
- Ability to deliver results, meet deadlines and manage time effectively, as well as demonstrate pragmatic prioritisation skills
- Ability to work under pressure and manage multiple projects while demonstrating a high degree of tenacity and resilience
- Ability to react quickly and efficiently to the changing needs of the business
- Excellent written, oral and electronic communication skills, with the ability to influence and persuade
- Excellent interpersonal skills, including empathy and active listening
- Ability to deal with problems that are broad, complex and abstract by developing solutions using substantial creativity, resourcefulness, innovation, negotiation and diplomacy
- A passion for self-development and a willingness to learn
- A great team-player willing to pitch in to work together to achieve both individual and wider team goals
- Ambitious mind-set with bags of passion, self-discipline and self-motivation, and enthusiasm for the industry and work we do

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Some additional information . . .

This is a full time role (37.5 hours a week), based at our London Head Office in super-cool Old Street. Our [candidate info pack](#) will tell you all about our company benefits and what our work culture is like – have a read!

Don't forget to check out our [website](#) and here's a [client testimonial](#) to watch.

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