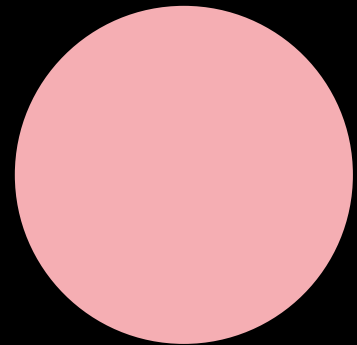
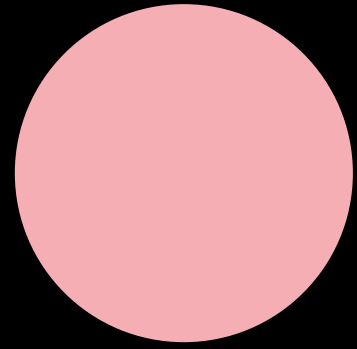


**Savanta**

**Role Specification:  
Business Partner,  
UK/EMEA**



Classified: Private

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**Location:** London (Hybrid, 2-3 days on site per week)

**Business Area:** People Team

**Reports to:** Global VP of HR

**Direct Reports:**

- People Operations Coordinator;
- Operational & Learning Coordinator;
- 2 × Senior People Executives (India – HR inbox management)

## About the Role:

*People Business Partner | HR | London (Hybrid)*

HR plays a vital role in Savanta by supporting our people. As HR professionals we work hard to create a positive work culture, ensuring that employees feel supported, motivated, and engaged. As a People Business Partner, you have a broader and holistic view of the Savanta Group, considering the various HR functions and their interdependencies and you will be actively involved in shaping and driving the HR agenda across the UK and EMEA region

In this role you will be partnering with business leaders, providing guidance and support on a range of people-related issues, with a particular emphasis on employee relations, management capability, and employee engagement. You will help to create a culture of high performance, engagement, and continuous improvement across the Savanta Group.

You will lead a team of four: a People Operations Coordinator, an Operational & Learning Coordinator, and two Senior People Executives based in India who manage the HR inbox and support with day-to-day HR processes. As well as being a visible people coach to the business, you will train and coach members of your team and the wider global HR function; Savanta Group's People team strives to be a trusted centre of excellence, with continuous improvement always on the agenda.

You will be working in a dynamic, fast-paced environment where every day brings new challenges and opportunities. Alongside business-as-usual responsibilities, you will lead and deliver strategic People projects that strengthen manager capability, enhance the employee experience, improve operational effectiveness, and support Savanta Group's long-term people strategy. Success in this role requires a blend of strong employee relations expertise, the ability to build influential relationships, commercial awareness, analytical thinking, and a genuine commitment to employee engagement.

### **In this role you will have responsibility for:**

#### **Employee Relations & Manager Capability:**

- Lead all ER matters across UK and EMEA: Disciplinary, grievance, performance management, and probation, providing expert, legally sound guidance to managers.
- Build manager capability through coaching, training, and practical guidance, ensuring leaders are equipped and confident to manage people matters well.
- Support the performance review cycle, providing guidance to managers and HR colleagues.
- Maintain up-to-date working knowledge of UK and relevant EMEA employment legislation, translating legal developments into clear, actionable guidance for the business.
- Manage risk proactively through early intervention, consistent policy application, and thorough documentation.
- Engage external legal advisers where appropriate, particularly for complex or high-risk cases.
- Support the Senior Leadership Team with complex ER cases as required.

#### **Business Partnering & Stakeholder Engagement:**

- Partner with business leaders across EMEA, providing guidance and support on the full range of people-related matters.
- Build strong, credible relationships with senior leaders, managers, and employees, acting as a trusted adviser who understands the commercial context.
- Help managers deal with organisational, people, and change-related issues, including supporting due diligence, integrations, and TUPE transfers for M&A activity.
- Facilitate and own the monthly UK & EMEA Leaders Forum, designing agendas focused on People initiatives and ensuring the forum delivers genuine value for participants.
- Lead and deliver cross-functional People projects, partnering with stakeholders across the business to design, implement and embed initiatives that support Savanta Group's people strategy.
- Partner with the Talent Acquisition team to support in attracting and selecting diverse, high-quality talent.

#### **Employee Engagement & Culture:**

- Champion employee engagement across the region using insight from engagement surveys, pulse checks, and exit data to shape meaningful, measurable action.
- Act as a visible and accessible HR presence, ensuring employees feel heard and supported throughout the employment lifecycle.
- Drive follow-through on engagement commitments, working with managers to embed actions at team level.
- Promote global best practice and innovative ways of working, contributing to Savanta Group's culture of continuous improvement.
- Lead initiatives that strengthen inclusion, belonging and employee experience across the employee lifecycle, embedding best practice into people processes and ways of working.

#### **People Operations & Team Leadership:**

- Lead and develop a team of four, setting clear objectives, providing regular feedback, and creating genuine opportunities for growth.
- Create progression plans and stretching objectives for direct reports, managing performance where required.
- Oversee the management of HRIS employee records (BambooHR), HR filing systems, and personnel files, ensuring the team maintains accurate, organised, and compliant records.
- Oversee the operation of the Freshdesk HR ticketing platform, ensuring the team delivers a high-quality, timely service and meets agreed SLAs.
- Act as the primary relationship owner for Deel and Boundless (Employers of Record in Europe), ensuring effective partnership management and that operational activity is delivered by the team.
- Ensure regular audits of HR records and files are completed, with improvement plans implemented where required.
- Own the review and continuous improvement of people policies, guidance, and templates, delegating updates across the team where appropriate while ensuring content remains accurate, compliant, and fit for purpose.
- Upskill, train, and coach the global HR team on transactional excellence and generalist activity in line with Savanta Group's policies and processes.
- Identify opportunities to improve People processes, systems and ways of working, leading continuous improvement initiatives that enhance efficiency and employee experience.

#### **Reporting & Data:**

- Oversee the production of accurate global people reporting on a monthly and ad hoc basis.
- Benchmark internal and external pay data to support informed decision-making.
- Ensure the Gender Pay Gap report is produced and submitted in line with government guidelines.
- Analyse people data and metrics to identify trends, issues, and opportunities for improvement.

#### **Learning & Development:**

- Partner with the L&D Consultant, and Operational & Learning Coordinator to ensure L&D provision supports both individual development and organisational capability.
- Design and deliver People-related training, workshops and resources for managers and employees, including providing content for the Learning platform, supporting capability building across the organisation.
- Contribute to the design and continuous improvement of performance, career development and talent management frameworks across the business.

#### **Benefits & Compliance:**

- Oversee the benefits process and hold the account relationship with benefits providers.
- Ensure compliance with applicable employment laws and regulations across the EMEA region, supporting leaders accordingly.

## About You:

You have strong employee relations expertise, excellent relationship-building skills, and a genuine passion for employee engagement. You bring credibility, calm under pressure, and the ability to influence at all levels.

**HR Expertise & Employee Relations:** You have a strong understanding of HR policies, processes, and best practice, with demonstrable depth in UK ER including complex casework, tribunal risk management, and policy interpretation. You are comfortable translating legal developments into practical manager guidance.

**Relationship Building & Influence:** Building strong, trusted relationships with stakeholders at all levels comes naturally to you. You influence without authority, adapt your communication style to your audience, and are comfortable challenging senior leaders constructively.

**Employee Engagement Focus:** You are passionate about creating an engaging employee experience and use data and insight to drive meaningful action.

**Analytical Skills:** You can analyse data and metrics to identify trends, issues, and opportunities, using that insight to develop and implement effective HR strategies and to report meaningfully to the business.

**Change Management:** You manage change effectively, communicating clearly, managing resistance, and supporting smooth transitions. You bring a structured approach without losing the human touch.

**Coaching Mindset:** You develop managers and team members through thoughtful challenge and support, building capability rather than dependency. You are a visible people coach to the business.

**Flexibility & Results Orientation:** You adapt quickly to changing business needs, are comfortable with ambiguity, and are focused on delivering results that support the organisation's objectives. You measure the impact of HR activity on the business.

**Cultural Sensitivity:** You understand and are aware of cultural differences and are able to work effectively with diverse groups of employees and stakeholders across geographies, including EMEA and India.

**Ethics, Integrity & Confidentiality:** You operate with a high degree of ethics and integrity, ensuring that HR policies and practices are fair, consistent, and compliant. You handle sensitive and confidential information with care and trustworthiness every day.

**Organisational Skills & Communication:** You are highly organised, manage multiple tasks and deadlines simultaneously, and communicate clearly and effectively, both verbally and in writing with employees, leaders, and the wider HR team.