



## Job description

Position Title	Head of People Operations (Human Resources)
Date	20 December 2021
Department	Operations
Reporting to	Chief Operations Officer

## About us

At Honey, we like to do things a bit differently. You'll notice this from the very first time you meet with one of our talented team, right through to your first day at Honey. We challenge expectations, are always looking to make a difference, questioning what we're doing and asking if there's a better way. We are exceptional at what we do and every single one of us brings a unique talent to Honey. We are incredibly resourceful and bring great energy and a can-do attitude to every conversation, where everyone has an equal voice and we know a good idea can come from anywhere.

We are proud that every one of our team has equity in Honey, that's right from everyone in the call centre through to the team leading this business we all own a piece of the pie. That means we all have the same goals and aspirations for changing the current home insurance landscape. We all know there is a 'better' way of doing this insurance thing and we are all passionate about making this the 'new' way. The Honey way. Honey will be our proudest moment on your CV, it will be the job in ten years time you look back on and feel chest puffed out proud about, not only because of the success of the company but because of what we built. Together.

Are you in? If so, read on.

## Why we're different

Honey is Australia's first smart home insurance for the modern-day homeowner, renter or landlord, on a mission to eliminate the majority of avoidable accidents that happen in the home. We do this through a re-imagined approach to home insurance that lets customers easily sign-up with the right level of cover by using satellite and third party data, and then provide customers with smart home technology to help protect their homes.

Honey took Australia by storm when it launched in June 2021 with the largest Seed funding round in Australian history of \$15.5 million led by RACQ, AGL, Mirvac, Metricon and many other industry leading Australian companies. And we are growing fast.

## The low down

We are looking for a part-time (2-3 days per week – including Monday and Tuesday) Head of People Operations to lead the human resources function for Honey. Reporting to the Chief Operating Officer, you will be an ambassador for our people, and through a deep understanding of them, champion the initiatives that create true delight, advocacy and loyalty.

## Key aspects of role

- Work closely with the Honey Executive Team & People Leaders to support across the employee lifecycle including onboarding, recruitment, organisational design, performance, remuneration, retention, and enabling the delivery of their strategies through people
- Facilitate the scaling of the Honey team from 30 to 300 over the next 5 years (or sooner)
- Develop, implement and hold accountability for people-focused strategies covering talent acquisition, onboarding, retention, development and workplace culture
- Create, manage and maintain internal policies & processes that enable Honey to grow and scale effectively
- Support leaders in managing employee performance, on both a cyclical and ad hoc basis. This includes implementing a best practice performance management program across all levels in the organisation
- Responsible for reporting on appropriate people-centric metrics including the development of programs aimed at building a best-in-class employee centric organisation
- Implementation and ongoing management of performance, remuneration and benefits frameworks
- Build a human resources operating model that supports growth, minimises complexity, and delivers an amazing experience for all of the Honey team
- Collaborate to design and deliver key monthly and quarterly reports, detailing People Operations metrics to drive people related decisions

## Technical knowledge & industry skills

- An absolute can-do attitude with the sort of contagious enthusiasm that has people excited to be your colleague and our People Operations Leader
- 5+ years experience of People Operations / Human Resources experience working with senior leaders and employees across multiple functions in a support and strategy setting role
- Demonstrable track record working with organisations to create amazing people experiences
- Experience conducting interviews with stakeholders and end users to gain insights into actionable next steps, to improve employee engagement and overall experiences
- You know how to handle ongoing requests from customers, partners and stakeholders to ensure the right opportunities are focused on
- Outstanding communication skills whether that be written, spoken or presenting to a group

## Qualifications & competencies

This is a rare opportunity to take ownership of the People Operations aspect of the business and have direct engagement with every Honey employee, including our Executive Team who will work closely with you to create an all-star environment that people love being in.

We'll provide a competitive salary and equity package - we want the best, and you will be rewarded accordingly.

We all work from the office on Mondays, Tuesdays and Fridays – speed is our advantage and we do everything to maximise it. Wednesdays and Thursdays you can work from your choice of location (where applicable).

## The Honey Referral Program

The Honey journey is only just beginning. We're rapidly gaining momentum, and our first priority is to recruit more incredible people to join our journey. Think you know top-tier talent that could suit the Honey team to a tee? Great, there's something in it for you too.

The Honey Referral Program offers up to **\$3,000 for those who refer successful employees to Honey** and that thank you gift comes to you 6 months after they start with us. Whether you know someone who's got code-crunching in their DNA, or a knack for translating jargon into everyday language for customers, then we want to hear from you.

They say it's who you know, and we want to know too!