

# A W O

## People Advisor

Reporting to: Operations Manager

Contract type: Part-time (2-3 days per week), permanent appointment with a 3-month probationary period

Hours of work: Monday to Friday (working days to be agreed) 09:00-5:30pm with an hour for lunch

Location: Remote working

Salary: £35,000 - £40,000 (pro-rata)

Benefits: 25 days paid annual leave per annum plus all public and bank holidays; company pension scheme; paid parental leave; flexible working; Macbook and iPhone.

## About us

AWO is a new data rights agency.

Our lawyers, policy experts, technology analysts and applied ethicists work globally to shape, apply and enforce standards in the spaces where data, technology, law and policy meet. We have provided litigation and legal services, consultancy and public policy development to the UN, EU, ICRC, think tanks, governments, universities, businesses and private individuals.

Our team have worked on high-profile cases such as the successful prosecution of Cambridge Analytica and Brave's AdTech case against Google.

We balance our commercial practice with giving those less-resourced a voice.

## AWO's Structure

AWO is an agency made up of: HNK Legal Ltd, HNK Litigation Ltd, HNK Data Consulting Ltd and AWO Belgium. The legal arm of AWO is HNK Litigation Limited which is authorised and regulated by the Solicitors Regulatory Authority. SRA number: 666285

## Our team

AWO started in January 2020. We are a mostly remote team, with offices in London and Brussels and a representative office in Paris. You will join us in a pivotal role as we continue to develop and grow as an organisation.

Our emerging culture is respectful of work-life balance, supportive and thoughtful. We run weekly online activities and catch-ups for the whole team. We are a family friendly organisation that enables flexibility for team members with caring responsibilities.

## Diversity in recruitment

We want to increase representation of ethnic minority communities and other groups who do not have equal access to opportunities at AWO. We are therefore adopting a blind, inclusive recruitment process and implementing policies of positive action.

We adopt the Rooney Rule which guarantees at least one candidate from ethnic minority communities (at minimum) will be shortlisted for interview, subject to meeting the minimum criteria at application stage.



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We also operate a guaranteed interview scheme for candidates who identify as disabled and meet the minimum criteria at application stage.

## Application process

Please apply through our online recruitment system [Applied](https://app.beapplied.com/apply/k6zi0xdpbt).  
<https://app.beapplied.com/apply/k6zi0xdpbt>

Deadline: Monday 17<sup>th</sup> August 17:00

We will notify all candidates of the outcome of their application.

AWO is committed to respecting and upholding data protection laws and principles and your rights there under. Our data processing notice is available in Appendix 1.

## Job Purpose

### Responsibilities

Providing People advisory support and operational delivery for a rapidly growing agency that combines consultancy, public policy and legal work. Working closely with the Operations Manager to drive improvements across all People functions, ensuring we have a strong system of support in place for the team to grow and run effectively.

### Scope of work

AWO is a new agency doing ground-breaking work in data rights. We have grown quickly since starting in January 2020 from a six-person team working solely in the UK to a ten-strong team with an office in Brussels and a representative office in Paris. We will continue to expand over the coming years and need a People professional to help facilitate this growth.

We currently have four Directors (and Owners), an Interim Head of Operations and a Finance Manager who form the management team. You will be joining the organisation alongside a new Operations Manager, who will replace our Interim Head of Operations as they move into another role.

You will deliver all aspects of our People strategy including recruitment, compensation and benefits, compliance, systems and policies and procedures.

The broad scope of the work is as follows:

### *People Delivery (75%)*

Working closely with the Managing Director and Operations Manager to translate the People strategy and objectives into operational delivery:

- Managing recruitment and selection and identifying innovative solutions to source and attract new team members
- Drafting offer letters and employment contracts
- Onboarding new team members and identifying ways to continuously improve the process
- Proactively updating People policies and procedures to ensure they remain up-to-date
- Preparing correspondence relating to contract changes, probation extensions, sickness absence, maternity/paternity/shared parental leave, disciplinary and grievance matters, performance management etc.
- Ensuring performance management cycles are completed



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- Preparing insights on people metrics, including diversity and inclusion, providing the management team with relevant information to inform decisions
- Formally and informally monitoring staff engagement and satisfaction and suggesting improvements to the management team where appropriate
- Ensuring all People data is recorded, retained and deleted as per our data protection and retention policies
- Conducting exit interviews, using relevant tools and resources to analyse trends and suggesting People support and/or changes where issues are identified

## *Office Administration (25%)*

Working closely with the Operations Manager to ensure office and work from home environments support effective international, remote working:

- Conducting health and safety and work-place risk assessments
- Setting up requirements for new international offices as required
- Assisting with general administrative tasks that enable smooth operational running of the organisation

## Person Specification

We are looking for someone who really enjoys problem-solving, supporting others and making things run smoothly. Experience of providing People support to a remote team and working in a start-up environment is highly desirable. This is an exciting opportunity for someone who wants to further their People career in an international start-up environment.

### *Job profile – Matrix*

<b>Skills &amp; abilities</b>	<b>Qualifications, knowledge and experience</b>	<b>Character and personal qualities</b>
Able to undertake a wide range of tasks with conflicting deadlines and manage changing priorities.	Experience of working in a fast-paced organization, ideally a start-up environment.	Enjoys variety and responding to changing needs.  Keen to learn, develop and try new things.
Skilled in managing and improving People functions in a small, growing organization.  Able to demonstrate up to date knowledge of employment law and trends in People best practice.	CIPD associate / graduate qualification in People (essential).	Empathetic and inclusive approach.  Committed to diversity and inclusion and understands how this practically applied and reviewed in an organization.
Able to approach any problem with a can-do attitude and find a solution.	Experience of working in People administration and being in situations where the answer isn't always readily available.	Happy to help with any task that comes up.



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Familiarity with tech-enabled solutions to improve internal ways of working.	Experience of working with different systems to enable smooth administrative running of an organization.	Has a positive attitude towards change and a growth mindset.
Willingness and curiosity for working in an almost entirely remote team.	Experience of hiring and onboarding staff in other countries/staff working remotely.	Friendly, patient and enthusiastic.



## Appendix 1

### Job Applicant Data Processing Notice

#### Introduction

This Job Applicant Data Processing Notice (“Notice”) explains how AWO (“we”, “us”, “our”) processes your personal data when you apply for a role with us, addressing what we do with your data, the legal basis and purpose of this and setting out your rights under applicable data protection laws.

If your application is successful, further information will be required from you and further notice will be provided at that time.

#### Data controller

AWO is an agency comprised of HNK Legal Ltd, HNK Litigation Ltd, HNK Data Consulting Ltd and AWO Belgium. HNK Legal Ltd (ICO registration: ZA656719) is the Data Controller for this job application process. Contact us via email [privacy@awo.agency](mailto:privacy@awo.agency) or post to AWO, 2 John Street, London, WC1N 2ES with any questions regarding this Policy or any other data protection issue related to AWO.

#### What data we process, why and the legal basis for this

##### Application

When you apply for a role with us, we may collect the following information – a copy of your CV, your name, address, contact details, any languages you speak, whether you would require visa sponsorship for the role and further information about your skills, education, work experience and links to social media accounts if you choose to provide these. We process this information on the basis of our legitimate interest in assessing your suitability for the role.

##### Interview

Your application will be assessed by AWO staff and may be selected for interview shortlisting. During the interview process further information will be collected from you about your work experience to determine your suitability for the role. We process this information on the basis of both our legitimate interest in finding a suitable candidate for a role and in preparation for entering into a contract with you for employment.

##### Application for further roles

If you are unsuccessful in your application for a role we may wish to retain your application and associated personal data for consideration for other roles in the future. We will only do this on the basis of your consent and will contact you upon completion of the recruitment process if we wish to retain your data.

##### Sensitive data

Under applicable data protection laws, certain data are classified as “special category”, including information related to ethnicity, sexual orientation, political opinions and trade or union membership, and the processing of such data is subject to strict conditions.

You are under no obligation to provide any special category data in the application process, however we recognise that given both the nature of our work and our commitment to diversity in our recruitment and employment practices, some of this information may be very relevant to your application.



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If you do share any special category data with us, the legal basis for processing this may be your consent or our interest in ensuring compliance with our equality, diversity and recruitment policies and employment law obligations (for example where you provide us with information regarding your ethnicity, or with information we need to make reasonable adjustments to be made our workplace or working practices).

## Data sharing and processors

### Applied

AWO uses [Applied](#) as its job application management platform. When you apply for a role with us, you will be directed to Be Applied and will enter data directly into the platform. Applied processes data on our behalf and we engage them on the basis of our legitimate interest in sorting and sifting applications in the most efficient and secure way available. We have entered into an agreement with Applied that ensures your data is appropriately protected.

Applied is an organisation committed to equality, diversity and fairness in hiring and conducts research into these issues. For this purpose, Applied processes some application data in the following ways: (1) as a data controller, Applied collects information including special category data, about your ethnicity and social background, this is only on the basis of your consent and your answers will be anonymised and not linked back to you; and (2) Applied aggregates and anonymises some application data for the purpose of understanding trends in hiring and improving the functionality of its platform on the basis of its legitimate interests in conducting related research. Data is anonymised and aggregated for this purpose. Further notice is provided about this within the application process and in Applied's Privacy Policy available [here](#).

### Sharing within AWO

Our job application process is managed by HNK Legal Ltd. In some cases it may be necessary to share your data between entities within the AWO group of companies for the purposes of facilitating the application process. Your data will always be appropriately protected, kept confidential and not used for any other purpose than those specified here.

### Other processors

AWO works with carefully selected third party service providers who perform certain data processing tasks on the basis of our legitimate interests in facilitating the job application process. These third parties are engaged by AWO on terms which ensure confidentiality and compliance with data protection laws. An up-to-date list of processors which are engaged in the processing of your data is available on request. If you have any concerns about how your data will be processed and by whom please contact us.

### Retention

#### AWO

If your application is unsuccessful your information will be held for up to 12 months. If you are shortlisted your application data will be retained in a secure archive for up to six years after the recruitment process is complete. We retain this data on the basis of our legitimate interest in recording, reviewing and evidencing the fairness and legitimacy of our hiring process and responding to applicants' questions about this process or the exercise of data subject rights.



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We will not process this data for any other purpose, except where you provide your consent for us to retain your information to consider you for future roles. We will keep this data for this purpose for up to five years. Where you require a working visa for a role, we retain your application data for the period of your employment period on the basis of complying with legal obligations on us as a sponsoring employer. We also retain some anonymised data for the purposes of reporting on and understanding our hiring process. This data relates to equal opportunities and includes:

- Gender
- Age
- Broad ethnicity
- Sexuality
- Disability
- Parents (whether they attended university or not)
- School meals (eligibility)

This data is fully anonymised and aggregated and cannot be linked back to any individual.

## Applied

Your application data will be retained on the Applied platform for an initial period of six months, in line with legal obligations on Applied to evidence the fairness and effectiveness of the hiring procedure, and for a maximum period of one year on the basis of your consent. After six months you can request deletion of your application from the Applied platform. If you take no action, your application will be deleted from the platform after one year. See Applied's Privacy Policy for further information available at: <https://www.beapplied.com/privacy>

## Information security

We take all reasonable steps to ensure that personal data is processed securely and treated in accordance with this Notice. The technical and organisational measures to prevent unauthorised access to personal data include limiting staff and sub-processor access to personal data in accordance with specific job responsibilities or contractual obligations, the encryption of data where possible, the institution of security protocols and staff training.

## Your rights

Where AWO processes your personal data you may have the right:

- to be informed as to whether AWO holds data about you;
- to access that data;
- to have inaccurate data corrected;
- to have your data deleted;
- to opt-out of particular data processing operations;
- to receive your data in a form that makes it "portable";
- to object to data processing;
- to receive an explanation about any automated decision making and/or profiling, and to challenge those decisions where appropriate.

You can seek to exercise these rights via email to [privacy@awo.agency](mailto:privacy@awo.agency) or post to AWO, 2 John Street, London, WC1N 2ES. You also have the right to lodge concerns or complaints with the UK [Information Commissioner's Office](#). Data subjects covered by EU law may also be entitled to lodge complaints with the data protection supervisory authority in their country of residence (see [here](#)).

