

Role Profile

Position:	HR Adviser
Reports to:	Head of Human Resources
Responsible for:	Not Applicable

About Us

Systematica Investments Limited (acting as general partner of Systematica Investments LP) is a Jersey-based hedge fund manager with c.US\$8.3 billion assets under management (AUM) across a diversified range of trading strategies.

We employ about 110 colleagues in Jersey, Geneva, London, Singapore, and New York.

Purpose of Role

Reporting to the Head of HR, you will help provide a reliable and efficient HR advisory service to all of the Company's employees.

Primary Duties

- Prepare all Human Resource-related contractual documents, which includes offer letters, contracts of employment, amendments to contracts, and other statutory documents, where required;
- Assist with the employee welcome process, which includes background checks, induction packs, AML training, and creation of employee files;
- Maintain six employee information databases with up-to-date and relevant information relating to payroll, benefits, and other employment-related information;
- Generate monthly reports, which includes risk metrics, Executive Committee packs (in conjunction with Head of HR), headcount, and ad-hoc investor-related enquiries;
- Prepare and administer the monthly payroll for Jersey, Switzerland, New York, Singapore, and London;
- Administer employee benefit schemes across for Jersey, Geneva, London, New York, and Singapore;
- Monitor and log employee Continuing Professional Development and other approved training;
- Research and keep informed of employment legislation across the Company's areas of operation and update contractual and non-contractual terms, policies, and procedures accordingly;
- Formulate role profiles for new vacancies and distribute to authorised recruitment agencies;
- Use social media to recruit and attract new talent to the Company;
- Collate, log, and acknowledge employment applications from individuals and agencies. Arrange interviews, as required;
- Conduct interviews for junior posts;
- Handle welfare matters for designated employees;
- Conduct disciplinary or grievance investigations, as and when required;
- Undertake exit interviews and relay areas of concern to the Head of HR;
- Oversee the holiday and absence database for all offices;
- Produce employee letters and attestations as required from employees;
- Reply to requests for references; and
- General office administration such as meeting room maintenance, office food and stationary orders, and post.

General

- Any other duties commensurate with the post holder's position and seniority; and
- All employees should understand that it is their personal responsibility to comply with all organisational, statutory and regulatory policies and procedures.

Experience, Knowledge, & Skills

- Previous experience in a similar role would be preferred;
- A finance background is preferred but is not essential;
- Excellent English language skills are mandatory;
- Strong organisational skills and able to manage competing priorities; and
- Computer literate – especially in Excel.

Key Internal Relationships

The individual will be expected to liaise and/or consult with the following personnel in order for them to fulfil the requirements of their role:

- Head of Human Resources;
- Chief Operating Officer;
- General Counsel;
- Corporate Accounting team;
- Facilities Manager; and
- Line managers.

Educational & Professional Qualifications

- Educated to 'A' level (or equivalent) standard; and
- A relevant HR qualification would be preferred, but not essential.

Personal Attributes

- Collaborative – works with colleagues at all levels to assist with their queries and find solutions;
- Flexible – considers all matters on their own merit and not the status quo;
- Passionate – has a genuine desire to add value to the business at every level;
- Positive – exudes a can-do approach and ethos to all colleagues; and
- Pro-active – always one step ahead of what may be asked for.

Updating this Document

This is a non-contractual document. It is possible that from time to time your job description may be reviewed and updated to ensure it is still relevant to the role you perform or to add any proposed changes. If this occurs, your line manager, in consultation with you, will discuss the details before any changes are made. You will then be issued with an updated version of your job description.

Who are We?

Systematica Investments launched in January 2015 after a decade of experience within BlueCrest Capital Management, to focus on rigorously applying science and technology to the investment process.

The firm was founded by Leda Braga and manages approximately \$10.2bn (as at 1 March 2016) across a number of futures and equity based strategies. The philosophy of the firm is one of innovation, excellence in research and a commitment to fostering strong alignment with investors.

Systematica Investments has a global presence with offices in Jersey, Geneva, London, New York and Singapore.

Team Culture & Investment Philosophy

- The pursuit of excellence permeates all of Systematica's activities;
- Collaborative working environment within and across all functional teams;
- Rigorous review by peers throughout the research and development cycle ;
- We aim to be systematic investors and avoid intervening with the model - our interaction with the model is via the research process;
- Significant investment in technology – our trend following strategy is currently running on the third generation of our proprietary trading platform; and
- All aspects of the investment process and platform are subject to continuous research and improvement.

Our Mission & Values

To create wealth by applying science and technology



Excellence | Innovation | Team Work | Pride | Fun

Competitive Salary and Benefits

In addition to a competitive market salary, Systematica Investments offers an attractive benefits package to its colleagues. It includes:

- Generous annual discretionary bonus;
 - Private medical insurance for you and your family;
 - Seven-percent contributory pension scheme – 3% employee;
 - Death in service cover at four-times annual salary;
 - Permanent health insurance after 13 weeks of continual illness;
 - Subsidised gym membership;
 - Twenty-five days holiday entitlement, plus nine public holidays; and
 - Study support.
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