



## US Benefits Manager – Group HR Hill & Smith PLC

**HILL & SMITH PLC INFORMATION** <https://hsgroup.com/>

Hill & Smith PLC is an international provider of sustainable infrastructure, products and services. The Group employs circa 4,000 people worldwide with the majority working within its autonomous, agile, customer focused operating businesses based in the UK, USA, India and Australia. The Group currently consists of circa 23 operating companies with a core focus on infrastructure, construction, and industrial applications. Those operating companies function independently, with Presidents/MDs having a high degree of autonomy and accountability to deliver their business objectives while still being held accountable to the core values of the Group.

Headquartered in the UK, Hill & Smith PLC is a FTSE 250 listed company. The small Group functions team are responsible for supporting our decentralized operating companies in their growth. They offer support and leadership in several areas including culture, capital allocation, health & safety, talent development, diversity, mentorship, oversight, and sustainability.

Teamwork and collaboration are valued throughout the business and there is an aversion to politics and bureaucracy. The Group is committed to building a diverse workforce in which difference is embraced. It believes in continuous learning and development; in short, it invests in its people to help them excel.

The Group's operating businesses are organised into three main business divisions:

**Galvanizing Services** increasing the sustainability and maintenance free life of steel products including structural steel work, lighting, bridges and other products for industrial and infrastructure markets.

**Engineered Solutions** supplying engineered steel and composite solutions for a wide range of infrastructure markets including power generation and distribution, marine, rail and housing. The division also supplies engineered pipe supports for the water, power and liquid natural gas markets and seismic protection solutions.

**Roads & Security** supplying products and services to support road and highway infrastructure including temporary and permanent road safety barriers, intelligent traffic solutions, street lighting columns and bridge parapets. In addition, the division includes two businesses which are market leaders in the provision of off-grid solar lighting and power solutions. The security portfolio includes hostile vehicle mitigation solutions, high security fencing and automated gate solutions.

### Summary of Position

The role of the US Benefits Manager is to provide oversight and guidance for the effective delivery of health and welfare benefits to circa 2,000 US employees. This critical role will work closely with the US HR Technology Manager to ensure the effective delivery of the overall US health and welfare strategy for the Group.

## Key Accountabilities

- **Compliance**
  - Responsible for ensuring that the Group’s schemes are compliant with health and welfare regulations (federal, state and local legislation) and Group policies.
  - Maintains knowledge of industry trends and employment legislation.
- **Vendor Relationships**
  - Developing, negotiating and managing contracts for delivery of services for employee benefits with third party service providers.
  - Establishing, managing and monitoring the quality-of-service deliverables with third party service providers.
- **Internal Stakeholder Management**
  - Communicating effectively and routinely with management and employees regarding healthcare plan activities.
  - Establishing strong relationships with Managing Directors, HR colleagues and other senior team members.
- **Plan Administration**
  - Preparing and distributing healthcare plan financial reports and other relevant cost and trend information.
  - Managing annual and ongoing plan enrolment activities.
  - Managing the distribution of plan related documentation such as summary plan descriptions, annual reports, and required notices on a timely basis.
  - Developing and delivering health and welfare benefits strategies.
  - Preparing and delivering accurate and timely management reports.
- **Market Benchmarking**
  - Performing market research to assist the Group in benchmarking the competitiveness of health and welfare benefits.
- **US Retirement Plan**
  - Serving as the Plan Administrator of the US Retirement Plan Committee.
  - Communicating appropriate 401k information to scheme participants.
- **Mergers & Acquisitions**
  - Responsible for leading the discovery process for US acquired businesses to ensure our benefits integration strategy is informed and market competitive.
  - Integrating newly acquired businesses into the appropriate health and welfare schemes.

## Benefit Plans Managed

Health and Welfare	Life and Disability	Retirement
<ul style="list-style-type: none"><li>• Healthcare</li><li>• Prescription</li><li>• Dental</li><li>• Vision</li></ul>	<ul style="list-style-type: none"><li>• Life Insurance</li><li>• Short Term Disability</li><li>• Long Term Disability</li></ul>	<ul style="list-style-type: none"><li>• Defined Contribution 401k</li><li>• Defined Benefit Pension</li></ul>

## Nature and Scope

- Currently reports to Group CFO as part of a Group HR function.
- Home based with travel required as per business needs.

### **Education and Experience**

- Bachelor's degree in human resources or a related field from a fully accredited University or equivalent experience is required.
- Seven or more years of multi state US benefit experience working in human resources benefits is required, preferable with a broad scope of responsibilities.
- Knowledge and experience with Health and Welfare Regulatory Frameworks.
- Working knowledge and experience with proprietary benefit service systems.
- Established track record of managing relationships with third party service providers.
- Highly proficient in Microsoft Excel, Word and PowerPoint.
  - Experience managing and drawing insights from data.
- Strong Communication skills

### **Competencies**

- Strategy driven, with an execution mindset.
- Exceptional project and time management skills.
- Ability to navigate and thrive in a fast paced, high growth environment.
- Strong stakeholder management and communication skills.
- Team player comfortable with working in teams that are geographically dispersed.
- Analytical mindset with strong problem-solving skills.

Please send applications to [kelli.habarth@hsgroup.com](mailto:kelli.habarth@hsgroup.com)