



Outline Post Description	
Job title	HR Business Partner
Effective date	

Principal purpose of the role:

- Work in partnership with the Head of HR and the Wider business Leadership teams to provide professional employee focused HR advice and solutions that support the business across all workforce issues
- Provide a business partner role in identifying the people priorities for the strategic business unit, implement and execute the European people plan that drives a growth culture and ensures organisational effectiveness.
- Work closely with Leadership teams and colleagues to ensure we have consistent healthy employee relations and effective two-way communication that creates Brand Ambassadors across our business and movement towards being an Employer of choice

Main accountabilities:

1. **Compliance/Standards/Best Practice:** Remain curious and up to date with legislation changes and how they will impact our business. Benchmark good and best practice HR activities to ensure that we have up to date ways of working and that we are recognised as a credible and progressive business. Communicate and educate managers and colleagues on these, ensuring adherence to standards & employment legislation to mitigate risk. Design and implement core HR activities to improve the employee lifecycle.
2. **Employee Relations:** Enable healthy and inclusive cultures across our business. Own employee relation processes for your business area, ensure we have a human touch and manage with integrity always striving to do the right thing not necessarily the easiest thing. Coach to ensure that managers feel confident and empowered to deliver our processes in the right way.
3. **Recruitment & Selection:** Understand the local demographics to tailor recruitment campaigns accordingly. Own recruitment and resourcing activities for your business area, liaising with external recruiters and agencies when required. Ensure all potential candidates have a great experience with us through the recruitment and new starter journey.
4. **Communication:** Communicate with impact and make complex things easy to understand. Look for and encourage a variety of communication channels to provide opportunities to hear and act on the colleague voice. Work with the leadership teams to ensure good two-way sharing of information and identify ways to improve employee connection to the business, products, and the brand. Understand how to maximise collaboration through the use of technology.
5. **Business Relations & Continuous Improvement:** understand your Business Units Annual Plan and ensure that the People plan plays a central role. Understand the associated budgets & collaborate with the senior management team to deliver business focused continuous improvement solutions that meet the needs of the business. Be an ambassador for the Continuous Improvement philosophy and an enabler to support change activities. Understand and communicate how the HR function impacts the bottom line.
6. **Learning & Development:** Assess current and future capability needs and design relevant interventions to support development. Use to encourage a culture of learning across your business units. Ensure all colleagues have easy access to the learning that they require within timescales to support both their engagement and our compliance.
7. **Metrics/Business Information:** Analyse people data, gain insights, and create meaningful actions that will provide continuous improvement. Report on HR activity via appropriate metrics/KPI's/stats that are insightful to the business and are supported by solutions which drive the right behaviours.

8. **Performance Activities:** Understand performance management approaches and coach and support business leaders to provide recognition and drive improvements as required. Enable leaders to support their teams to be at their best
9. **Talent and Leadership Development:** Recognise talent across the business and support its growth, finding opportunities for them to develop and career opportunities within the business. Ensure all Talent Management activities have a purpose. Work externally to engage with and grow our talent of the future through apprenticeship schemes and local career events to role model our career opportunities. In partnership with the leadership team, develop the capability of leaders and managers of the future.
10. **Organisation Design / Workforce Planning:** Partner the leaders within your business units to understand future structure changes required to deliver our strategic plans and support its delivery. Understand and practice workforce planning activities to ensure we have agile teams to meet our changing labour demands.
11. **Stakeholder Engagement:** Build credible relationships with Key stakeholders to become a trusted advisor and provide coaching on communication, cohesion, and trust across your teams. Enable a resilient and engaged workforce

PERSON SPECIFICATION

CATEGORY	ESSENTIAL	DESIRABLE
Experience & Knowledge	<ul style="list-style-type: none"> ▪ Several years generalist HR experience, some at managerial level ▪ Experience of providing quality professional HR advice to senior managers, managers & employees ▪ Proven experience of employee relations matters including complex disciplinary & grievance matters ▪ Sound working knowledge of up-to-date employment legislation and best practice. ▪ Experience of working in front line operational roles 	<ul style="list-style-type: none"> ▪ HR experience within FMCG ▪ Multi-site experience ▪ Managerial/line mgt experience ▪ Experience in reorganisation, organisation design, labour force planning ▪ Lean manufacturing experience ▪ Good working knowledge of HR systems ▪ Experience in administering and informing psychometric tools for assessment and development purposes
Personal Characteristics	<ul style="list-style-type: none"> ▪ Gravitas with a common touch ▪ Well-developed interpersonal skills ▪ High emotional intelligence & social competence ▪ High visibility with an approachable style and can connect & engage at any level with confidence. ▪ Strong and effective communicator ▪ Personal credibility to be able to influence and persuade at all levels 	

	<ul style="list-style-type: none"> ▪ Shows sound judgement, discretion, confidentiality, and capacity to deal with highly sensitive matters ▪ Able to balance transactional with strategic and is accurate, efficient with excellent attention to detail ▪ Manages emotions but demonstrates humility and is always authentic ▪ Curious and eager to learn ▪ Can demonstrate our business values of... ▪ Passion and Courage ▪ Accountability ▪ Respect for people ▪ Teamwork and Integrity 	
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