

## ROLE PROFILE

<b>Job Title</b>	HR Advisor – BBU
<b>Business Unit</b>	BBU
<b>Function/Region</b>	HR
<b>Location</b>	Richmond
<b>Leader</b>	HR Manager - GTR & BBU Support functions
<b>People Leadership</b>	X2 HR Administrator
<b>Job Level</b>	4B
<p><b>Role Purpose</b></p> <p>To manage HR Service delivery, support HRBP, provide first line support on HR policy, process and system queries and support the delivery of strategic initiatives for a combination of international business units. Ensure high quality administrative HR service is provided, using available HR systems, HR policies and procedures, employment legislation and driving continuous HR improvement through process enhancement, data &amp; metric analysis and measurement of performance.</p>	
<p><b>Accountabilities:</b></p> <ul style="list-style-type: none"> <li>Accountable for ensuring all employee data is kept up-to-date and secure in a GDPR compliant manner, this will include our HRIS and related employee HR data systems and local trackers ( STAR, leave management system, performance review system, Active Directory, Organisation charts, AXA, Standard Life etc).</li> <li>Develop and maintain simple, high impact processes to operational delivery of the business (new starter, changes to T's &amp; C's, leaver process) where required in line with William Grant Way (WGW) and including in our new &amp; international developing markets.</li> <li>International Relocations/Work permits/Global mobility – handling all processes end to end, working closely with global Reward, other HR teams, payroll, 3<sup>rd</sup> party visa providers, etc)</li> <li>Work in partnership with other areas of HR to provide necessary information in support of HR Processes, wider HR Projects where required such as WGW - IFS10, T&amp;A system, ad-hoc projects with the Rewards team etc.</li> <li>Assist Leaders and employees with first line advice on all HR policies including all forms of leave, occupational health and ER cases including disciplinary and grievance handling. Ensuring leaders and employees are supported throughout the process.</li> <li>Lead and oversee the HR administrative service to ensure that all HR Admin activities are done in a timely and effective manner.</li> <li>Oversee the production of full on-boarding process including owning and issuance of all international contracts &amp; letter templates. Monitor to ensure on-boarding excellence of new starters across multiple international markets to include all timely and accurate pre-employment checks, collation of documentation, benefits administration and payroll requirements &amp; HR Induction.</li> <li>Ensure accurate and timely monthly payroll data tracking, collating and reporting across multiple international markets in partnership with the HR Administrators, Central Payroll team, Senior HRBP, HR Manager.</li> </ul>	

- Oversee all purchase order administration by the HR Admins.
- Review and analyse exit interview questions and data to provide insight and reporting as well as conducting exit interviews face to face where identified.

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Date:	December 2021
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Date of last revision:	December 2021