



WILLIAM GRANT & SONS

## ROLE PROFILE

<b>Job Title</b>	<b>HR Director, ODC BU</b>
<b>Business Unit / Group Function</b>	Human Resources
<b>BU Team / Sub-Function</b>	Human Resources ODC
<b>Location</b>	Richmond
<b>Team Leader</b>	Chief People Officer
<b>Team Members</b>	Yes
<b>Job Level</b>	3A
<b>Role Purpose</b>	
<p>Support the ODC network, working collaboratively with the ODC BU Board to achieve the ODC BU and Corporate Objectives. Work in partnership with the ODC BU Board and ensure Team Leaders are supported in developing a high-performing organisation. Ensure effective recruitment, progression, succession and remuneration in the ODC BU, in accordance with HR policies, principles and standards</p>	
<b>Accountabilities</b>	
<ul style="list-style-type: none"><li>• Together with the ODC Development Group, take individual and collective accountability for developing and managing the business of the ODC network, working collaboratively with the ODC BU Board colleagues to achieve the ODC BU and Corporate Objectives</li><li>• Lead the ODC HR teams jointly with the local ODC MDs</li><li>• Support the ODC BU Board with full range of HR activities, including for example, performance management, L&amp;D, succession planning, recruitment, and project requirements</li><li>• Assist the Central HR team to ensure that the HR standards and procedures are implemented and followed through by the respective ODC HR teams</li><li>• Work with the Chief Officer Network Distribution Companies to drive continuous improvement with regard to organisation and people related matters via the ODC Boards, ensuring that the quality of discussion of HR matters in the ODC Boards is of the highest standards</li><li>• Proactively support the development of in-market HR capabilities to drive better decision making and optimise the use of resources with particular attention to the HR capabilities and understanding of the ODC teams including, for example, recruitment, succession planning, L&amp;D, remuneration, etc.</li><li>• Ensure transparency on HR performance within the ODCs and hold the respective boards and operational teams accountable to make strong people-related decisions and develop talent</li><li>• Apply and develop a rigorous evaluation framework across the ODCs (according to the WGW) and monitor ODC management to anticipate problems and ensure improvement actions are taken across the network</li></ul>	



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- Work closely with both Central HR team and the Chief Officer Network Distribution Companies to deploy rigorous execution of HR processes and policies across the ODCs ensuring key procedures are implemented and improvement actions taken across the network
- Deploy and ensure use of standardised HR processes, tools and templates across the network to improve current processes and increase efficiencies, with support from the Chief Officer Network Distribution Companies
- Drive talent development across the ODC network in close collaboration with Chief Officer Network Distribution Companies, also coordinating across other business units, including the identification and movement of best internal talent

<b>Created by:</b>	Kerry Christie
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