

Role Purpose

To support the HR and Central Services teams with the professional delivery of the operational HR service in line with strategic WGS business objectives. To provide advice and guidance on a wide range of HR issues and manage specific HR activities to ensure that HR policies and procedures and employment legislation are adhered to.

Accountabilities

- Provide query resolution for leaders and colleagues on the correct application of policies and procedures and ensure that conflict issues are escalated in an appropriate and consistent manner in accordance with the Company's employee relations framework and processes which include disciplinary, grievance and performance management issues.
- Work with the Recruitment Team to manage the recruitment and selection process for the relevant business area, from requisition to point of offer. Work with Recruiting Leaders as appropriate to increase their understanding of the procedures and maximise the effectiveness of the recruitment and selection process. Undertake interview and selection activities up to level 4 to ensure that candidates are selected fairly, objectively and in accordance with Company/best practice.
- Monitor/manage attendance issues and identify intervention where required to support the business to achieve and maintain Attendance KPI's. Collate, analyse and develop reporting which is relevant management information for monthly submission to operational leadership teams to aid decision making.
- Work with Leaders and HRBPs to advise upon, and support partnership working as and when required, in accordance with relevant Company policies and best practice.
- Participate in the delivery and support the implementation of Global WGS projects and initiatives to maximise service improvement and employee engagement in support of the delivery of the Global HR Strategy.

Skills and Qualifications:

- Experience of operating at an HR Advisor level in a generalist role
- Experience of supporting and driving HR project activity alongside a busy BAU role
- Experienced in developing and producing management information and reports
- CIPD, or equivalent, professional HR qualification is desirable
- FMCG or experience of working within a brand-led organisation is desirable