

## ROLE PROFILE TEMPLATE

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|---|---------------------------|
| <b>Job Title</b>  | HR Business Partner – BBU |
| <b>Business Unit</b>  | BBU                       |
| <b>Function/Region</b>  | HR                        |
| <b>Location</b>   | Richmond                  |
| <b>Leader</b>   | HR Director – BBU         |
| <b>People Leadership</b>  | N/A                       |
| <b>Job Level</b>  | 3B                        |
| <b>Role Purpose</b>   |                           |
| <p>Support the HR Director, BBU and partner with the broader HR and Regional teams to deliver a coordinated roadmap of world class HR programs (Recruitment, Talent Management, Budget Management, HR systems etc.), driving consistency and building HR capability to strengthen the BBU Business Unit.</p>  |                           |
| <ul style="list-style-type: none"> <li>• Lead and deliver specific projects in the BBU – ranging from Recruitment, L&amp;D, Talent Management &amp; Succession Planning, HR Systems, Cross Border Employment &amp; Global Mobility.</li> <li>• Drive the BBU HR agenda, providing clarity on priority items for the BBU and ensuring timely progress in a structured manner, as well as efficient allocation and use of BBU resources. Ensuring there is an effective balance between global initiatives and the BBU local priorities.</li> <li>• Coordinate the roll-out and sequencing of all Group-led HR initiatives across the BBU, working with the key stakeholders to tailor and prioritise the programs as appropriate. Analyse and assess the risks associated with individual programs, including the impact on the individuals, teams and wider business.</li> <li>• Develop and execute communication and engagement plans for project or change initiatives including creation of materials as relevant. Deploying standardised and harmonised processes, tools and templates across the BBU and ensuring their use, to assist comparison and increase efficiencies.</li> <li>• Drive continuous improvement – design, deliver and improve key people initiatives and processes in line with WGW to ensure to ensure best in class service, maximising use of HRIS to ensure efficiencies.</li> <li>• Create a strong measurement culture across the BBU ensuring key activities are evaluated in-order to provide people analytics to drive improvement actions.</li> <li>• Adhere to relevant WG&amp;S reporting standards and governance procedures, providing information and insights, and participating in meetings related to business planning as per the William Grant Way (WGW).</li> </ul> |                           |

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|------------------------|---------------------------------|
| Created by:            | SB                              |
| Date:                  | 27 <sup>th</sup> September 2021 |
| HRBP:                  | As above.                       |
| Date of last revision: |                                 |