

ROLE PROFILE

Role Title	HR Manager
Internal Reference	CEN-0159
Business Unit / Group Function	Central Services, OBU, BBU, ODC
BU Team / Sub-Function	HR
Location	Shanghai
Team Leader Role	HR Director; HR Business Partner
Role Level	4A
Team Members	Yes

Role Purpose

Proactively support team leaders in the assigned area of the BU with the full range of HR activities, including recruitment, progression and succession, L&D and remuneration, to develop a high-performing organisation. Ensure the implementation of HR policies, principles and standardised processes in accordance with the WGW, central HR guidance and legal requirements. Support team leaders in managing organisational, people and management issues, with particular focus on practical advice in all HR matters, pulling in specialist support from Central HR as needed.

Accountabilities

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- Support the team leaders in developing a high-performing organisation with an employee-oriented open and collaborative culture that emphasises empowerment
- Ensure the implementation and understanding of HR policies, principles and standardised processes, including tools and templates, in accordance with the WGW, central HR guidance and legal requirements (using local legal expertise where required)
- As HR manager, work closely with team leaders to anticipate and solve complex organisational, people and management issues, with particular focus on practical advice and support in all HR matters; coach and build capability of the respective team leaders to anticipate and pre-empt issues, and jointly define and deliver effective solutions that meet the needs of the business
- Support the HR BP / HRD to work with team leaders to improve efficiency and productivity
- Support team leaders to recruit the best possible talent with strong skills, experience, and potential through rigorous standard processes, including competency-based interviewing, and to effectively onboard new employees to required level
- Support team leaders in effectively executing progression and succession processes to build up people resources in the BU, including strong performance management. Assist the HRD / BP in developing realistic succession plans for the BU. Drive proactive talent development discussions, ensuring talent processes are adopted and team leaders hold appropriate development and career discussions with team members.
- Facilitate and monitor the implementation of relevant L&D programmes to enable employee development, and ensure employees have the required competencies available at the right time to maximize added value
- Implement and advise in terms of the principles of the Company pay policy ensuring people receive appropriate compensation in line with policy, working closely with central Reward

<ul style="list-style-type: none"> • Proactively support team leaders in the assigned area of the BU with the full range of HR activities, including recruitment, progression and succession, L&D and remuneration, to develop a high-performing organisation. Ensure the implementation of • Monitor and support the efficacy of D, E & I activities and initiatives in the business - while placing responsibility firmly with team leaders • Deliver and support the local implementation of projects and initiatives to timescales 	
Created by:	
Creation Date:	
HRBP:	N/A
Date of last revision:	23/10/2024