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| **Job Title** | HR Manager - Australia  |
| **Business Unit** | ODC BU  |
| **Function/Region** | HR |
| **Location** | Sydney  |
| **Leader** | HR Director – ODC BU  |
| **People Leadership** | N/A |
| **Job Level** | 4A |
| **Role Purpose** To manage all aspects of the HR function in Australia ODC by providing effective and efficient generalist HR expertise and operational delivery, including but not limited to direction on people policies, processes, best practice and legislation.The HR Manager will report to the ODC BU HRD, and will work closely on daily basis with the Australia MD and local Leadership Team to execute against business plan and build a high performing culture. |
| **Accountabilities*** Support the local leadership team 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.
* Ensure the effective design, implementation and understanding of all HR policies, principles and standardised processes, including tools and templates in accordance with William Grant Way, Central HR guidance and local legal requirements.
* Provide comprehensive administrative support for all HR activities including contract management, HRIS input, payroll.
* Lead / facilitate the annual cyclical activities locally (i.e. pay review, bonus, etc.) and implement any relevant global people initiatives (i.e. D&I) by working in collaboration with ODC BU and Central HR Teams.
* Establish the workforce plan for the respective business area in partnership with the HRD and MD to manage the structure, permanent objectives, role profiles and overheads.
* Drive proactive talent development discussions, ensuring global talent and succession processes are adopted and leaders are holding appropriate development and career discussions with their employees.
* Develop and execute a robust L&D plan to drive personal development and ensure the local business area has the right competencies and capabilities to deliver long term sustainable growth.
* Monitor remuneration, actively manage leaders’ understanding of remuneration principles and ensure salary approvals are rigorously reviewed.
* Coach and build capability of leaders to anticipate and pre-empt organisational issues and support leaders in building a high performing organisation with an open and collaborative culture.
* Build relationships and work closely with the respective leaders to manage key organisational, people and management issues, with particular focus on practical advice in all ER matters.
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| Created by: | Angie Corbett |
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