



WILLIAM GRANT & SONS

ROLE PROFILE

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| Role Title | HR Business Partner |
| Internal Reference | CEN-0155 |
| Business Unit / Group Function | Central Services, OBU, BBU, ODC |
| BU Team / Sub-Function | HR |
| Location | Hook |
| Team Leader Role | HR Director |
| Role Level | 3B |
| Team Members | Yes |
| Role Purpose Proactively support team leaders in the assigned area of the Business Unit with the full range of HR activities, including recruitment, progression and succession, Learning & Development and remuneration, to develop a high-performing organisation. Ensure the implementation of HR policies, principles and standardised processes in accordance with the William Grant Way, 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 <ul style="list-style-type: none">• 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 William Grant Way, central HR guidance and legal requirements (using local legal expertise where required).• As a HR business partner, work closely with senior leadership and team leaders to anticipate and solve key 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 Director in working with team leaders to improve efficiency and productivity of the Business Unit organisation. Anticipate the need for improvements and help build the case for change with stakeholders.• Actively 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.• Support team leaders in effectively executing progression and succession processes to build up people resources in the BU, including strong performance management.• Assist the HR Director in developing realistic succession plans for the Business Unit, working closely with the team leaders. | |



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- Drive proactive talent development discussions, ensuring talent processes are adopted and team leaders hold appropriate development and career discussions with team members.
- Support respective team leaders in the best possible way with the delivery of practical and relevant Learning & Development programmes to enable employee development, and ensure employees have the required competencies available at the right time to maximise added value.
- Monitor remuneration, assist team leaders to build employee understanding of the competitiveness of Company pay policy, and ensure people receive appropriate compensation in line with policy, working closely with central Reward.
- Help team leaders build and maintain strong employee relations and encouraging employee engagement, and as needed, act as local HR point of contact for HR-related requests from employees.
- Monitor and support the efficiency of Diversity, Equity & Inclusion activities and initiatives in the business - while placing responsibility firmly with team leaders.