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| <b>Job Title</b>         | HR Manager – GTR and BBU Support Functions |
| <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>         | 4A   |

### Role Purpose

To provide generalist HR expertise and operational delivery to respective BU client group, providing direction on people policies, processes, best practice, and legislation.

The HR Manager acts an internal consultant providing an effective and efficient HR service across international markets, providing pro-active business solutions that mitigate risk and partnering effectively to build a high performing culture.

### Accountabilities

- Support leadership teams 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 across international markets including contract management, HRIS input, payroll.
- Establish the workforce plan for the respective business unit. Managing the structure, permanent objectives, job descriptions and overheads.
- Drive proactive talent development discussions globally, ensuring talent processes are adopted and leaders are holding appropriate development and career discussions with their employees.
- Develop and execute practical L&D programmes to deliver personal development and ensure the BBU has the right competencies and capabilities to deliver long term sustainable growth.
- Monitor remuneration in assigned BU's, actively manage Team Leaders understanding of remuneration principles and ensure salary approvals are rigorously reviewed.
- Coach and build capability of team leaders to anticipate and pre-empt organisational issues.
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- Build relationships, work closely with the respective BU teams to manage key organisational, people and management issues, with particular focus on practical advice in all ER matters.
- Support the BU team leaders in enabling a high performing organisation with an employee oriented open and collaborative culture that emphasises empowerment.
- Use data and analytics to ensure the effectiveness of tools and policies, understand where future improvement can be made.

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