## ROLE PROFILE

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| **Role Title** | **HR Advisor** |
| **Internal Reference** | [Reference] |
| **Business Unit / Group Function** | ODC |
| **BU Team / Sub-Function** | HR |
| **Location** | Australia, India, Korea, China, Taiwan, Hong Kong |
| **Team Leader Role** | HR Business Partner; HR Manager |
| **Role Level** | 4B5 |
| **Team Members** | No |
| **Role Purpose** Support the BU with the delivery of the operational HR service across the full employee lifecycle administrative and HR project support in accordance with HR policies, principles and standards. Provide advice and guidance on a wide range of HR issues and manage specific HR activities to ensure that HR policies and procedures and employment legislation are adhered to supporting a high performance culture engaging team leaders and employees. |
| **Accountabilities*** Maintain the HR System and Administration processes accurately and to defined timescales
* Input, update and reconcile data in a timely manner ensuring that information held within the system is accurate and input efficiently to meet set deadlines
* Provide practical administrative support for all HR activities within the Business Units, represent and provide support for wider HR Projects effectively.
* Support HR and recruitment teams from job offer to completion of the onboarding experience in terms of all ensuring all associated paperwork is complete and candidates experience is seamless. Work with Recruiting Leaders as appropriate to increase their understanding of the standard processes
* Collate and record all attendance, new starter and leaver information to prepare data input for payroll; including the compilation of monthly absence in a timely manner to ensure the monitoring of sick pay entitlement is accurate
* Assist leaders and employees with advice on HR policies and general HR queries in a timely manner
* Support employees, HRBP / HR Manager by operating in a way that encourages employee and team leader empowerment and an open culture
* Deliver timely cyclical and ad-hoc data reporting from tracking, consolidation and first-line analysis, working closely with BU HR teams to ensure data accuracy and delivery to meet set deadlines
* Support, track and co-ordinate the L & D local implementation plans to meet timescales
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| **Created by:** | HR Business Partner, Greater China |
| **Creation Date:** | 28/05/2024 |
| **HRBP:** | HR Director, ODC BU |
| **Date of last revision:** | 28/05/2024 |