



WILLIAM GRANT & SONS

## ROLE PROFILE

<b>Role Title</b>	<b>HR Adviser</b>
<b>Internal Reference</b>	CEN-0154
<b>Business Unit / Group Function</b>	Central Services, OBU, BBU, ODC
<b>BU Team / Sub-Function</b>	HR
<b>Location</b>	Arete;SBP;Richmond;Singapore;Hook
<b>Team Leader Role</b>	HR Director; HR Business Partner
<b>Role Level</b>	4B
<b>Team Members</b>	No
<b>Role Purpose</b>	
<p>Support the BU with the delivery of the operational HR service in line with objectives. 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.</p>	
<b>Accountabilities</b>	
<p>Accountabilities</p> <ul style="list-style-type: none"><li>• Support employees, HRBP / HR Manager by operating in a way that encourages employee and team leader empowerment and an open culture</li><li>• Provide query resolution for team leaders and employees on the correct application of policies and procedures ensuring that any issues are escalated in an appropriate and consistent manner in accordance with the Company's employee relations policies and processes</li><li>• Assist the HR BP / Manager to support the recruitment and selection process for the relevant business area, from requisition to point of offer. Work with Recruiting Leaders as appropriate to increase their understanding of the standard processes</li><li>• Liaise with L &amp; D to ensure employees have the adequate skills for current and future roles. Support, track and co-ordinate the L &amp; D local implementation plans to meet timescales</li><li>• Monitor employee issues and identify intervention where required supporting the business to achieve and maintain accurate metrix.</li><li>• Participate and support the local implementation of projects and initiatives to timescales</li></ul>	