

## ROLE PROFILE

<b>Role Title</b>	<b>HRBP - Projects</b>
<b>Business Unit / Group Function</b>	Central Services
<b>BU Team / Sub-Function</b>	HR
<b>Location</b>	Arete
<b>Team Leader Role</b>	Head of HR Operations
<b>Team Members</b>	No
<b>Role Level</b>	3B
<p><b>Role Purpose</b></p> <p>Working as part of the HR Operations team, deliver and control identified projects as part of the Organisation and People Pillars of the William Grant Way Operating Procedures.</p> <p>With a key focus on providing a standardised approach across the whole business, the role will lead projects focused on the Company Structure, people processes and policies and HR Technology, ensuring these are well used and followed through review and audit.</p> <p>The role will value insights driven by data and will help direct HRs capability of providing meaningful information to our business.</p>	
<p><b>Accountabilities</b></p> <ul style="list-style-type: none"> <li>Working with the Business and Centralised HR teams, the BUs and ODCs, lead and implement the delivery of standardised people processes that support our Standard Operating Model (WGW). Ensure that processes are standardised and controlled across the business and are well supported and understood.</li> <li>Responsible for the delivery of HR-lead projects (including HR Technology, WGW Standard Operating Procedures, HR cyclical activity and policies), managing all elements. From agreeing scope, identifying resources and timescales through to execution and implementation the BP will ensure they engage with stakeholders throughout. The role will be responsible for motivating matrix-teams to ensure delivery is achieved.</li> <li>Drive continuous improvement and process excellence at each stage– design, deliver and improve key people initiatives in line with WGW to ensure to ensure best in class service.</li> <li>Ensure excellent communication across functions and job levels. Capable of representing the team and project, communicating and reporting on progress, presenting updates to the internal groups (eg HRLT, global HR, Business Unit stakeholders, Third Party suppliers) to ensure they remain engaged.</li> <li>Confident use of data analysis and reporting, the role is required to assess and evaluate data capable of providing insight that informs decision making and identifies people trends. Will assess the quality of the data to ensure that it remains meaningful and valued. Creating a strong culture of measurement and evaluation throughout HR, providing analytics to help improve and embed people processes.</li> <li>Maintain and develop Company-wide HR policies and associated processes, creating and coordinating support materials and tools for use. As a team will be responsible for ensuring policies remain compliant with current legislation.</li> <li>Support Centralised HR and BUs with cyclical HR activity where required, to advise on process and procedures and help manage the outputs. Cyclical activity includes End of Year/ Start of year assessment, calibration of performance review and Employee Engagement Survey.</li> <li>Act as central HR liaison to GTS to ensure strong HR data structure and systems including GTS support where needed.</li> <li>Support the wider HR team with value add activity, helping support the significant change agenda.</li> </ul>	
<b>Created by:</b>	Alistair Bruce

<b>Creation Date:</b>	28/08/2023
<b>HRBP:</b>	N/A
<b>Date of last revision:</b>	28/08/2023

**Competencies**

N/A	N/A	N/A
N/A	N/A	N/A

**Skills and Experience**

N/A