ROLE PROFILE

Job Title	**HR Advisor**
Business Unit / Group Function	Central Services
BU Team / Sub-Function	Human Resources
Location	SBP
Leader	HR Business Partner
People Leadership	No
Job Level	4B

Role Purpose

To support the HR and Central Services teams with the professional delivery of the operational HR service in line with strategic WGS business objectives. To 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.

Accountabilities

- Provide query resolution for leaders and colleagues on the correct application of policies and procedures and ensure that conflict issues are escalated in an appropriate and consistent manner in accordance with the Company's employee relations framework and processes which include disciplinary, grievance and performance management issues.

- Work with the Recruitment Team to manage 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 procedures and maximise the effectiveness of the recruitment and selection process. Undertake interview and selection activities up to level 4 to ensure that candidates are selected fairly, objectively and in accordance with Company/best practice.

- Monitor/manage attendance issues and identify intervention where required to support the business to achieve and maintain Attendance KPI's. Collate, analyse and develop reporting which is relevant management information for monthly submission to operational leadership teams to aid decision making.

- Work with Leaders and HRBPs to advise upon, and support partnership working as and when required, in accordance with relevant Company policies and best practice.

- Participate in the delivery and support the implementation of Global WGS projects and initiatives to maximise service improvement and employee engagement in support of the delivery of the Global HR Strategy.

Created by:	Michelle McAree
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HRBP:	Kirsty Morris
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Core Competencies:

Applying Expertise & Technology

- Applies specialist and detailed technical expertise
- Develops job knowledge and expertise through continual professional development
- Shares expertise and knowledge with others
- Uses technology to achieve work objectives
- Demonstrates appropriate physical co-ordination and endurance, manual skill, spatial awareness and dexterity
- Demonstrates an understanding of different organisational departments and functions

Relating and Networking

- Establishes good relationships with customers and staff
- Builds wide and effective networks of contacts inside and outside the organisation
- Relates well to people at all levels
- Manages conflict
- Uses humour appropriately to enhance relationships with others

Delivering Results & Meeting Customer Expectations

- Focuses on customer needs and satisfaction
- Sets high standards for quality and quantity
- Monitors and maintains quality and productivity
- Works in a systematic, methodical and orderly way
- Consistently achieves project goals.

Following Instructions and Procedures

- Appropriately follows instructions from others without unnecessarily challenging authority
- Follows procedures and policies
- Keeps to schedules; arrives punctually for work and meetings
- Demonstrates commitment to the organisation
- Complies with legal obligations and safety requirements of the role.

Presenting and Communicating Information

- Speaks clearly and fluently
- Expresses opinions, information and key points of an argument clearly
- Makes presentations and undertakes public speaking with skill and confidence
- Responds quickly to the needs of an audience and to their reactions and feedback
- Projects credibility

Achieving Personal Work Goals and Objectives

- Accepts and tackles demanding goals with enthusiasm Works hard and puts in longer hours when it is necessary Seeks progression to roles of increased responsibility and influence
- Identifies own development needs and makes use of developmental or training opportunities.

Skills and Qualifications:

- Experience of operating at an HR Advisor level in a generalist role
- Experience of supporting and driving HR project activity alongside a busy BAU role
- Experienced in developing and producing management information and reports
- CIPD, or equivalent, professional HR qualification is desirable
- FMCG or experience of working within a brand-led organisation is desirable