

## HR BUSINESS PARTNER, PROJECTS

<b>Job Title</b>	<b>HR Business Partner, Projects</b>
<b>Business Unit / Group Function</b>	Central Services / BU
<b>BU Team / Sub-Function</b>	Human Resources
<b>Location</b>	Arete/Richmond
<b>Leader</b>	Head of HR Operations
<b>People Leadership</b>	No
<b>Job Level</b>	3B
<b>Role Purpose</b>  <p>Working as part of HR Operations in the Central Services HR BU Office, lead the key activities in support of the delivery of identified projects as part of the People, Organisation and Ways Of Working deliverables. Additionally, will support the Annual Employee Engagement Survey.</p> <p>Ensure the implementation of HR policies, principles and standardised processes in accordance with the WGWS, central HR guidance and legal requirements.</p>	
<b>Accountabilities</b> <ul style="list-style-type: none"> <li>• Lead the key people-projects in support of the William Grant Way Transformation Programme, supporting the organisation on key pieces of work.</li> <li>• Working with the business to develop and establish the maintenance of processes, documentation and principles including project work on organisation structure, role profiles, objectives setting, and team-working centrally as single version of the truth in collaboration with HR in the respective business units.</li> <li>• The projects/processes will need to be developed in line with the WGWS and underlying People Books and process maps. This will involve the creation and development of key communications, processes, templates, user/briefing guides and supporting training and upskilling sessions.</li> <li>• Projects include Corporate Objectives, Job Profile, Employee Engagement, HR Policies</li> <li>• Act as central HR liaison to GTS on projects, to ensure strong HR data structure and systems including GTS support where needed.</li> <li>• Lead and manage key projects effectively, defining clear milestones, stakeholder management and deliverables on each project ensuring milestones are captured and achieved.</li> <li>• Create and develop storage solutions that will allow appropriate levels of access to people information (eg Role Profiles, objective setting, Employee Engagement Survey results, Policy reviews etc)</li> <li>• These are key changes within the HR systems infrastructure and will require a significant change management programs to support the above activities.</li> <li>• This role will involve working with key senior stakeholders internally and externally.</li> </ul>	
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