



Job Title	HR Adviser
Job Level	4B
Location	Hook - UK
Business Unit	ODC - BU
Function	HR
Leader	HR Business Partner - UK
<p>Role Purpose</p> <p>Reporting to the HR Business Partner for the UK, you will support the HR Team with the professional delivery of a generalist HR service in line with WG&S business objectives and operational delivery.</p> <p>You will work closely with the HR Business Partner and support them in delivering the strategic plan, whilst providing direction to department leaders on people policies, procedures, practices and legislation. Areas of focus will also include HR Admin, payroll employee relations and leadership coaching.</p>	
<p>Responsibilities</p> <ul style="list-style-type: none"> • Manage the Recruitment and Selection process for the region from vacancy approval to point of offer. Coach recruiting managers as appropriate to increase their understanding of the procedures and maximise the effectiveness of the recruitment and selection process. Support Interviews and selection processes where necessary • Ensuring on-boarding of new starters to include pre-employment checks, collation of documentation, benefits administration and payroll requirements, including delivery of new starter's first week one to one HR induction and ensuring all relevant policies and processes are shared and outstanding documentation is collected. Support and facilitate the delivery of the Local William Grant Way Induction in Hook once a quarter • Assist in the delivery of the performance Management Process, including succession planning and talent mapping • Engage effectively with employees, Leadership Teams and Hook Employee forum to ensure full delivery of HR Service which supports building capability and strengthening of the culture • Lead the monthly payroll reporting process ensuring accurate and timely monthly payroll reporting in partnership with the local HR Administrator as well as the Payroll Team and Reward Administrator based in Scotland when necessary. • Manage and maintain HR data providing regular reporting and trend analysis for wider business communications as well as supporting key HR processes such as monthly reporting, Quarterly UK board report data, bonus and salary review. • Review and analyse exit interview questions and data to provide insight and reporting as well as conducting exit interviews face to face where identified. • Lead Maternity, Shared Parental Leave and Occupational Health cases ensuring leaders and employees are supported and process is managed effectively. • Monitor and manage attendance issues, identifying interventions and advising Leaders in order to maximise attendance. Provide monthly absence information and the monitoring of sick pay entitlement to Payroll. • Provide first line advice and query resolution for Leaders and staff on policies and procedures to ensure people related matters are dealt with effectively and efficiently whilst ensuring compliance with local labour laws and minimising risk to the business. Escalate employee relations issues to the HRBP in an appropriate and consistent manner. Provide HR support for employee relations cases as delegated by HRBP. • Work in partnership with other areas of HR to provide necessary information and support of HR Processes and wider HR Projects. 	
Values	



BE PROUD

We are proud of our brands, our heritage, and our commitment to superior quality in our products



BE RESPONSIBLE

We expect every individual and their teams to be accountable and to perform to their full potential



BE SUSTAINABLE

We wish to make a positive contribution to our communities and to our environment



BE PROFESSIONAL

We value integrity, transparency, professionalism and constructive debate within a team working culture



BE ENTREPRENEURIAL

We foster a forward thinking and innovative culture that recognises the need for innovative thinking and continuous improvement



THINK LONG TERM

We are proud of our brands, our heritage, and our commitment to superior quality in our products

Core Competencies:

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

Analysing

- Analyses numerical data, verbal data and all other sources of information
- Breaks information into component parts, patterns and relationships
- Probes for further information or greater understanding of a problem
- Makes rational judgements from the available information and analysis
- Produces workable solutions to a range of problems
- Demonstrates an understanding of how one issue may be a part of a much larger system

Planning & Organising

- Sets clearly defined objectives
- Plans activities and projects well in advance and takes account of possible changing circumstances
- Manages time effectively
- Identifies and organises resources needed to accomplish tasks
- Monitors performance against deadlines and milestones

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.

Applying Expertise and 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 an understanding of different organisational departments and functions

Adapting and Responding to Change

- Adapts to changing circumstances
- Accepts new ideas and change initiatives
- Adapts interpersonal style to suit different people or situations
- Shows respect and sensitivity towards cultural and religious differences
- Deals with ambiguity, making positive use of the opportunities it presents

Experience, Skills and Qualifications:

Essential:

- Success within a generalist HR role within a fast paced business environment and high number of stakeholders to manage
- Demonstrable strong proactive organisational, planning and administrative ability.
- High attention to detail and strong numerical skills, with strong IT/Technical competence to generate reports and analyse data
- Strong skills in Microsoft Office Applications, particularly Excel, Word and PowerPoint
- Strong experience of managing and maintaining systems and databases, specifically HR
- Ideally possess CIPD or equivalent professional HR qualification or willing to study
- Employee Relations case experience

Created by:	Melissa Thomas
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