## Role Profile Template

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| **Job Title** | HR Business Partner – OBU  |
| **Business Unit** | OBU |
| **Function/Region** | HR  |
| **Location** | SBP |
| **Leader** | HR Director – OBU, QSI and SBU  |
| **People Leadership** | N/A  |
| **Job Level** | 3B |
| **Role Purpose** Support the HR Director, OBU, QSI and SBU and partner with the broader HR and operational teams to deliver a coordinated roadmap of non-operational HR related projects, such as On-boarding, Policies, HR systems etc driving consistency and building HR capability to strengthen the OBU Business Unit.  |
| * Lead and deliver specific projects across the Operations Business Unit (OBU).
* Support the wider OBU HR team with value add activity, helping support the significant change agenda.
* Coordinate the roll-out and sequencing of all Group-led HR initiatives across the OBU, working with the key stakeholders to tailor and prioritise the programs as appropriate. Analyse and assess the risks associated with individual programs, including the impact on the individuals, teams and wider business.
* Develop and execute communication and engagement plans for project or change initiatives including creation of materials as relevant. Deploying standardised and harmonised processes, tools and templates across the OBU, and ensuring their use, to assist comparison and increase efficiencies.
* Drive continuous improvement – design, deliver and improve key people initiatives and processes in line with WGW to ensure to ensure best in class service.
* Create a strong measurement culture across the OBU ensuring key activities are evaluated in order to provide people analytics to drive improvement actions.
* Support the team with the introduction and implementation of the new HRIS including supporting training and new material/template roll out
* Adhere to relevant WG&S’ reporting standards and governance procedures, providing information and insights, and participating in meetings related to business planning as per the William Grant Way (WGW).
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| Created by: |  Judith Sommerville |
| Date: | October 2021 |
| HRBP: | As above.  |
| Date of last revision: |  |