

Job Description:

HR Business Partner – Segment/Service Ops/Transversal Functions



Function:	Human Resources
Segment:	Corporate Services
Position:	HR Business Partner
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	HR Director
Additional reporting line to:	
Position location:	No fixed place of work – travel required across the UK on a regular basis

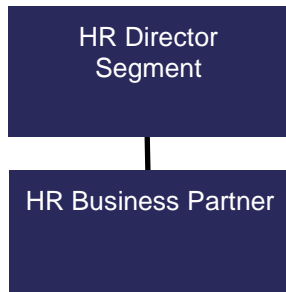
1. Purpose of the Job – State concisely the aim of the job.

- Partner with business leaders & Regional Segment HR Director to drive and deliver HR solutions to: maximise people performance, strategy and workforce planning, develop support and promote a HR community of practice which will significantly contribute towards strengthening business performance.
- Support business development of the accounts supported to help grow the services through relationship and trust
- Enhance HR engagement and quality of subsequent HR output in order to connect with the client(s) and strategically understand their business
- Coach and counsel account teams and act as single point of contact for them
- To lead and deliver the people agenda across the account by working in partnership with intra - regional HR teams as well as the account management teams.
- To partner business stakeholders in all HR activities in line with both Sodexo, Division and the client's strategic objectives, to drive and deliver improved account(s) results
- Supporting and promoting a zero-accident mindset

2. Dimensions – Point out the main figures / indicators to give some insight on the "volumes" managed by the position and/or the activity of the Department.

Segment Revenue: circa £500m	EBIT growth:	tbc	Growth type: n/a	Outsourcing rate: n/a	Region Workforce: circa 8,000
	EBIT margin:	tbc			
	Net income growth:	tbc		Outsourcing growth rate: n/a	
	Cash conversion:	tbc			
Characteristics	<ul style="list-style-type: none">▪ Global Grade H1▪ Extensive travel across the account locations as required				

3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.



4. Context and main issues – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- **Leadership** – providing confident, visible leadership to account teams, ensuring performance standards are met and delivered, talent and resources are utilised optimally, client HR relationships are nurtured and developed and all opportunities for best practice and growth are leveraged.
- **Mobilisation** - the quality of the ‘people transfer process’: HR due diligence, labour relations, induction and on-boarding
- **Recruitment and talent management** - selecting, managing, engaging and developing highly performing and diverse account teams, with right skills and capabilities. Working with HRD and talent roles ensuring timely implementation of talent processes to ensure development in the region, including the establishment of succession and workforce plans
- Aspire, career management, Hi-Po management, succession planning for Segment employees down to and including Site Managers using processes and tools
- Supporting HR strategy regarding **DE&I, Engagement, Reward and Recognition**
- Contributing to the achievement of the segment’s strategic objectives, priorities and HR strategy and implementing HR strategic priorities at client level, ensuring the needs of the segment are met by HR
- Maintaining full alignment with Group HR strategic priorities, HR policies, frameworks, guidelines and processes

5. Main assignments – Indicate the main activities / duties to be conducted in the job.

- Drive the business and create a “one team approach”
- Support the development and delivery of the agreed People Plan
- Ensure the environment is in place to deliver our promise of **improving the Quality of Life for employees**, their engagement, retention, development and productivity
- **Talent and succession:** Lead, manage and co-ordinate talent management and succession planning processes

on and across your area of accountability and in full alignment with the policies, frameworks, guidelines and processes developed by Group Talent. Collaborate with relevant teams to ensure identified talent is developed and succession risks are anticipated

- **Support and manage organisational change:** advise and support on agreed change management techniques including organisation design, leadership development and coaching/mentoring techniques to successfully guide effective organisational and cultural change.
- **Industrial and employee relations:** advise and guide as required
- **Drive HR value for clients and contribute to business strategy** - act as a key and active member of the team to lead effective delivery of HR value to the client and influencing the development of results and saving targets.
- **Learning and development:** create a culture of innovation and continuous learning and improvement. Identify strategically-important capability gaps and develop solutions to successfully solve current and future capability gaps
- **Performance and reward:** play a lead role in the consistent application of reward processes and initiatives. Embed an effective use of agreed performance processes to drive business performance.

6. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- Contribute to the achievement of financial performance targets for the account(s) supported.
- Achievement of established people metrics for the account(s) supported;
- Progress employees: engagement, retention, development & productivity.
- Clear and executable succession and talent plans for all account(s) supported ensuring leadership positions, & succession candidates are developed.
- Deliver a commercially strong HR value proposition for clients and consumers, implementing best in class people solution to drive our growth ambition and deliver successful deployment and people transition.
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7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

Essential

- Educated to degree level or equivalent HR practitioner qualification or qualified by experience
- Extensive HR generalist experience and detailed understanding of all aspects of HR Management including reward, resourcing, talent management/succession planning, change management and employee relations
- Proven experience in working in a matrix organisation and building diverse teams
- Developed client relationship management skills
- Strong analytical skills and proven understanding of human capital measurement and delivery of performance improvement interventions
- Professional and commercial acumen, with strong influencing and stakeholder management skills
- Experience of organisation development and design, and facilitation of change including consultation and engagement
- Excellent interpersonal and presentation skills
- Excellent communication, influencing, coaching and facilitation skills
- Well organised, responsive and able to work under pressure

Desirable

- Exposure to works councils/social programmes/unionised environments is beneficial

- Appreciation of other HR Systems
 - Proficient user of Microsoft Office programmes
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