

Job Description

Function:	Human Resources
Position:	HR Business Partner
Job holder:	TBC
Date (in job since):	
Immediate manager (N+1 Job title and name):	HR Director
Additional reporting line to:	Account Director
Position location:	Home based, but expected to be onsite 3 days per week

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

Partner with business leaders and segment HR Director to drive and deliver solutions that:

- Maximise people performance, strategy, workforce planning, develop support and promote a HR community of best practice which will significantly contribute toward strengthening business performance.
- Support and advise managers on the recruitment, retention, and management of predominantly site-based workforce(s).
- Support business development activity within the segment to support the focus on growth agenda.
- Enhance HR engagement and quality of subsequent HR output to connect with our clients and strategically understand their business.
- Coach and counsel account/site leadership team(s) and act as a trusted partner for them to spar with.

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

- **Leadership** – providing confident, visible leadership to the business, 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.
- **Talent acquisition, identification, and management** - selecting, managing, engaging, and developing highly performing and diverse teams, with right skills and capabilities. Working with site, account and Talent Acquisition/Management ensuring timely implementation of talent processes to ensure development in the region, including the establishment of succession and workforce plans.
- Compliance with performance and talent (Aspire and Ingenium) deadlines. Ensuring the annual review process, objective setting, career and high potential (HI-PO) management, succession planning for segment ensuring are completed and employees are engaged with both process and tools.
- **Financial and operational targets** – working to ensure committed targets are met or exceeded and that costs and revenues are closely managed. Measures include but are not limited to
 - revenue growth;
 - profitability (both gross and underlying operational);
 - HR functional indicators;
 - contract specific indicators; and
 - HSE targets.
- Effective management of internal resources ensuring cooperation and social interaction. Engaging effectively in setting out expectations and requirement of the central advisory and subject matter experts, providing them with clear business briefs on services required to ensure a collaborative working relationship.
- Utilisation of available HR data and dashboards to both information and challenge business managers on labour costs of both fixed and variable lines. Supporting the overall financial performance of the segment.
- **Contributing to segment HR leadership** – identifying synergies, best practice, and other opportunities to improve.
- Driving Sodexo HR strategy regarding DE&I and engagement/reward and recognition
- Contributing to the achievement of the segment's strategic objectives, priorities, HR strategy and implementing HR strategic priorities, ensuring the needs of the segment are met by the function.
- Maintaining full alignment with Group HR strategic priorities, HR policies, frameworks, guidelines, and processes.

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

- Contributing to the achievement of the segment's strategic objectives, priorities, and HR strategy to enable growth and business performance in a complex environment across multiple client contracts
- Having responsibility for functional delivery/support at client specific contracts/sites with circa 400+ employees operating in challenging environments
- Implementing HR strategic priorities at site level, ensuring the needs of the segment are met whilst in full alignment with group and regional strategic priorities, policies, frameworks, guidelines, and processes.
- Supporting profitability through labour cost management (via engagement, retention absence and performance management), labour productivity analysis and alignment with operations, especially in contracts with increasing costs.
- Driving learning and development opportunities to and with then front-line populations.
- Geographical spread of sites, their remote locations, and industrial/technical nature/requirements.

4. 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.

HR Strategy

- Understand challenges that business managers face, assist and solution the implementation strategic HR initiatives and policy development in their support.
- Champion, proactively develop and evolve our Employee Value Proposition (EVP) implementing a best-in-class people solution to drive our growth ambitions whilst ensuring the best 'lived employee experiences' possible.
- Proactively encourage effective communications between management and stakeholders on all strategically important people related matters and initiatives.
- Continually promote best practice across your area of responsibility, presenting HR matters concisely ensuring management understand the need for, and benefit of functional continual improvement within their business areas.

HR Planning & Business Development

- Ensuring the effective facilitation and delivery of HR calendar events throughout the business, including application of Reward frameworks, Pay & Bonus Review, Spirit of Sodexo Awards, Long Service Awards, Engagement survey, Talent frameworks and Performance Management cycles etc...
- Supporting the people transition element of mobilisations and demobilisations by providing HR knowledge and due diligence.

Employee Relations and Engagement

- Providing local expertise and support on complex ER matters and develop appropriate solutions. Building strong working relationships our ER specialists, regularly updating on segment activity to ensure a proactive, credible, and effective HR service is delivered to the business.
- Working with the Central HR teams to facilitate positive ER and IR climate with employees and Unions.
- Designing and delivering learning and coaching solutions to line management on all employee engagement and relations issues for the improved handling of, and positive outcome to cases.
- Being an advocate for Diversity, Equity, and Inclusion (DE&I) within segment and working closely with the central advisory teams to identify issues and potential improvements.

Resourcing, Recruitment and On-boarding

- Working with the Talent Acquisition function to understand local labour market (workforce availability, reward, attraction, and retention) drivers to ultimately reduce both vacancies and time to hire.
- Working with management to identify their people needs across and identify resourcing solutions to address them.
- Ensure segment compliance with 'Right to Work' obligations within area of responsibility.

Retention, Talent Management and Succession Planning

- Lead, manage and co-ordinate talent management and succession planning processes within area of responsibility in full alignment with the policies, frameworks, guidelines, and processes developed the Talent Management function team. Collaborating horizontally across business segment within the region to ensure identified talent is developed and succession risks are anticipated, diagnosing causes of staff turnover and implement interventions.
- Develop and execute succession and talent plans for all sites and clients where talent and/or critical positions are identified ensuring resilience is available should attrition be experienced.
- Support the Talent Management function in creating 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 by working horizontally across business segment within the region.

5. 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.

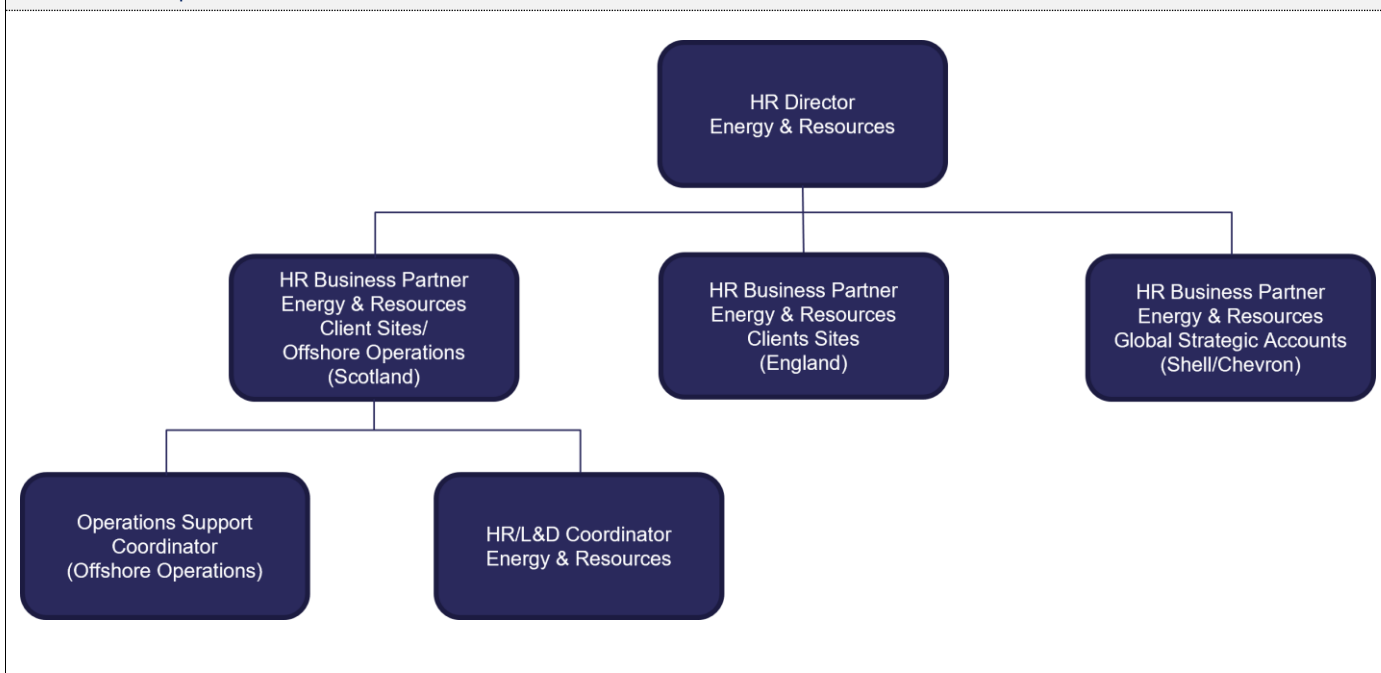
- 400+ employees
- Sites predominantly based in the Northeast and West of England
- Supporting strategically important key regional accounts and clients.

6. Job profile – Describe the qualifications (Education & experience), competencies and skills needed to succeed in the position.

- Ideally CIPD qualified 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.

7. Organization chart – Indicate schematically the position of the job within the organization. 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.



Received:

Date:

Date:

Job holder

Immediate Manager