

# Job Description: HR Business Partner



Function:	Healthcare HR
Position:	<b>HR Business Partner</b>
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Greg Austin – HR Director
Additional reporting line to:	
Position location:	

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

- Partner with business leaders to enable the delivery of HR solutions to maximise people performance, strategy and workforce planning to significantly contribute to towards strengthening business performance

## 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.

Revenue FY13:	€tbc	EBIT growth:	tbc	Growth type:	n/a	Outsourcing rate:	n/a	Region Workforce	tbc
		EBIT margin:	tbc			Outsourcing growth rate:	n/a	HR in Region	tbc
		Net income growth:	tbc						
		Cash conversion:	tbc						

Characteristics ▪ Add point

## 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.

HRD

HR Business Partners

## 4. Context and main issues

Operational Executives - Segment Executives

Financial - Work within agreed budgets

Staff – None

Relationships - Segment Executives, HR Directors, Central HR Advisory, Legal Counsel, People Centre

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

### **HR Strategy:**

- Understand challenges that business managers face and assist in the implementation of business and HR strategy and policy development
- Report on and understand HR Analytics to influence progress and performance
- Encourage effective communication between senior managers and stakeholders through implementation of communication best practice, in line with Group and Central HR Advisory guidelines
- Promote best practice across the business, presenting HR matters in a clear and concise way ensuring managers implement HR policies and practices
- Keep up to date with employment legislation changes and ensure implementation across the segment
- Support the HR change agenda where necessary

### **HR Planning & Business Development:**

- Support the people transition element of mobilisations and demobilisations by providing HR knowledge and due diligence
- Work with the HRD, segment HRBP Projects, and Central HR Advisory to ensure the effective facilitation and delivery of HR calendar events throughout the business, including application of Reward frameworks, Pay and Bonus Review, Star Awards, Employee Engagement surveys, Sodexo Long Service Awards, Talent frameworks, Performance Management cycles etc

### **Employee Relations & Engagement:**

- Provide local support on complex ER matters and develop appropriate solutions. Build strong working relationships with PeopleCentre, regularly updating on segment activity to ensure a joined up HR service is delivered to the business
- Manage the on site trade union relationships
- Work with Central HR to facilitate positive ER and Industrial Relations climate with employees and Unions
- Design and deliver coaching solutions to line managers on ER issues for improved handling of cases
- Manage local and head office communications and engagement achieving results as specified in KPIs
- Demonstrate behaviours that actively promote and contribute to the full re-accreditation of Investors in People standard for UK & Ireland
- Be an advocate for Diversity and Inclusion within segment working closely with Central Advisory to identify issues and potential improvements

### **Resourcing, Recruitment & On-boarding:**

- Work with Resourcing to understand the local labour market (workforce availability, reward, attraction and retention drivers) to improve delivery of resourcing solutions resulting in the reduction of vacancies / time to fill
- Work with Managers to identify resource needs across business to maintain/improve performance
- Spot-check the effectiveness of pre-employment checks and on-boarding and drive compliance for RTW

### **Retention, Talent Mgt & Succession Planning:**

- Provide segment overview to support Segment HRBP Projects, HRD and Central HR Advisory with the facilitation of Talent Management, Succession Planning and leadership development at a local level
- Work with line managers to identify key talent and devise plans to retain within the business

### **Performance Management:**

- Use HRMI to identify people and performance management gaps, and provide practical solutions by developing action plans for business and individual improvement
- Actively promote the implementation of the PDR process. Assist on PDR calibration sessions

### **L&D:**

- Assist L&D Business Partners to conduct overall skills gap analysis in line with business and HR strategy to identify areas for learning development with L&D Business Partners.

### Performance Interventions & Change:

- Provide HRBP Projects and Central HR Advisory with segment knowledge to jointly develop and deliver change, Org Design and Development

### 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.

- Improved people management across your business which is focussed on the overall People Agenda
- Proactively engage with the client HR team and manage KPI reporting
- Use of HR Analytics to identify areas for improvement and develop interventions for change in areas such as casual absence, suspensions and regretted losses, with clear deliverable improvements when evaluated. To continuously monitor and ensure labour targets are met within specified timeframes and recommend appropriate interventions to support operations
- Joined up HR Services in your business area due to strong working relationship with Central HR Advisory and People Centre
- Improved implementation of HR policy, procedures and initiatives across your business through effective communication, coaching and implementation of processes with line managers, resulting in fewer ETs

### 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

- Educated to degree level or equivalent CIPD qualification or qualified by experience
- HR generalist experience and good understanding of all aspects of HR Management including resourcing, talent management/succession planning, change management and employee relations
- Understanding of human capital measurement and delivery of performance improvement interventions
- Strong stakeholder management skills
- Trade union experience
- Good interpersonal, communications and presentation skills
- Strong facilitation and coaching skills
- Well organised, responsive and able to work under pressure

#### Desirable

- Experience of organisation development and design, and facilitation of change including consultation and engagement
- SAP HR and appreciation of other HR Systems
- Proficient user of Microsoft Office programmes

### 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

■ Growth, Client & Customer Satisfaction / Quality of Services provided	■ Leadership & People Management
■ Rigorous management of results	■ Innovation and Change
■ Brand Notoriety	■ Business Consulting
■ Commercial Awareness	■ HR Service Delivery
■ Employee Engagement	■ Organisational Development
■ Learning & Development	■ Employee Relations

**9. Management Approval** – To be completed by document owner

Version	1	Date	December 2015
Document Owner	Greg Austin		

**10. Employee Approval** – To be completed by employee

Employee Name		Date	
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