

Job Description:
HR Business Partner

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| Function: | Defence & Government Services  |
| Position:  | HR Business Partner, Allenby/Connaught  |
| Job holder: | NB this is a FTC to cover a permanent job holder |
| Date (in job since): |  |
| Immediate manager (N+1 Job title and name): | Steph Jones - Senior HR Business Partner |
| Additional reporting line to: | Contract Director/Deputy Contract Director  |
| Position location: | Aldershot or Tidworth  |
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| 1. Purpose of the Job  |
| * Partner with the PAC management team to ensure the delivery of HR solutions which will deliver the PAC 2017 strategy, maximise people performance and significantly contribute towards strengthening business performance
* Provide an efficient and quality HR service to Allenby/Connaught, ensuring that all people processes are manged effectively and in accordance with the Sodexo HR operating model.
* Promote a high performance and high engagement culture within the contract which is aligned to the Sodexo values, quality of life ethos and management behaviours.
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| 2. Dimensions  |
| Revenue FY13: |  | Revenue: £30 million |  | Growth type: | n/a | Outsourcing rate: | n/a | Region Workforce | tbc |
| EBIT margin: 12% |  |
|  |  | Outsourcing growth rate: | n/a | HR in Region  | C600 |
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| Characteristics  | * Role requires significant travel and overnight stays due to geographical spread of contracts across UK and Ireland.
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Draft. Version: 27-03-2014

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| 3. Organisation chart – |
| HRD / HRBP 2 |

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| **4. Context and main issues**  |
| * Mobilisation of business change, embed and align to Sodexo ways of working
* Financial - Work within agreed budgets
* Staff – None
* Relationships - Contract Directors, Executive team, Account Managers, Service Managers, Central HR Advisory, Legal Counsel, PeopleCentre
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| 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 PeopleCentre 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
* Improve contract profitability by identifying cost efficiencies within sites through organisational change, innovation or restructuring.
* Work with line manager and key stakeholders 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 reviews, 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
* 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
* Assist in selection of Band A positions, coach managers as appropriate
* Support unbanded recruitment campaigns – engaging third party suppliers, attending recruitment events, developing campaign materials.

**Retention, Talent Management & Succession Planning:*** Provide segment overview to support line manager 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
* Assist in the development of bespoke development plans

**Performance Management:*** Use HRMI to identify people and performance management gaps, and provide practical solutions by developing action plans for business and individual improvement
* Ensure all organisational structures and data is accurately captured
* Assist in the completion of reporting either internal or external
* Actively promote the implementation of the PDR process. Assist on PDR calibration sessions

**L&D:*** Assist L&D manager to conduct overall skills gap analysis in line with business and HR strategy to identify areas for learning development with L&D Business Partners.
* Support in the delivery of training as required for example, ambassador programme, induction, capability, discipline and grievance, IDAP.

**Performance Interventions & Change:*** Assist with projects which jointly develop and deliver change, Org Design and Development
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| 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 Team strategy and HR Big 5
* Active contribution to the full re-accreditation of the Investors in People standard for UK & Ireland
* 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
* Delivery of quality HR service across 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
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| 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
* Good interpersonal, communications and presentation skills
* Strong facilitation and coaching skills
* Well organised, responsive and able to work under pressure

**Desirable*** Exposure to unionised environments is beneficial
* 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
* Experience of the Armed Forces Community/Military
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| 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
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| * Growth, Client & Customer Satisfaction / Quality of Services provided
 | * Leadership & People Management
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| * Rigorous management of results
 | * Innovation and Change
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| * Brand Notoriety
 | * Business Consulting
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| * Commercial Awareness
 | * HR Service Delivery
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| * Employee Engagement
 | * Organisational Development
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| * Learning & Development
 | * Employee Relations
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| 9. Management Approval – To be completed by document owner |
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| Version | 1 | Date | June 2017 |
| Document Owner | Steph Jones  |

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| 10. Employee Approval – To be completed by employee |
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| Employee Name |  | Date |  |

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