**EXPERTISE**

Job description

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| Function: | HR (Transversal Functions) |
| Position: | HR Advisor |
| Job holder: |  |
| Date (in job since): |  |
| Immediate manager  (N+1 Job title and name): | Niamh Cray |
| Additional reporting line to: |  |
| Position location: | Dublin Office |

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| 1. Purpose of the Job – State concisely the aim of the job. |
| * To provide support and advice to the business; working directly with the HR Director and Operations team to drive business growth and profitability through employee productivity and satisfaction. * To drive effective Employee Relations strategies within the division that supports the Corporate Services and overall HR Strategy. It is envisaged that ER will take up to c.70% of this role * To work on key HR change projects as defined and agreed with the Hr Director |

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| 2. Dimensions –   |  |  | | --- | --- | | Financial | There is no direct financial responsibility, however a greater financial awareness should be present and the relevant party consulted with over any costs to the business / clients. | | Staff | There are no direct reports | | Other | Key relationships will be with Operational teams, HR colleagues and relevant support departments | |

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| 3. Organisation chart |
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| **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. |
| * Key Stakeholder Relationship Management |

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| 5. 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. |
| * **Employee Resourcing;** * To support the HR Director in developing and delivering a succession and manpower plan to meet future business growth and retention requirements. * To support Operational Managers with recruitment of Business Managers and key team members. * To implement and deliver the talent management process within the segment to identify potential within the team to ensure development of high potential and action against underperformance. * **Employee Development;** * To support the HR Director in driving HR processes to ensure optimum performance of the units. * To support the HR Director in the implementation and monitoring the completion of Employee Performance Appraisal (EPA’s) * To support the business by providing updates, coaching and workshops via District Meetings * **Employee Relations;** * To manage Employee Relations issues to their successful conclusion, including providing regular communication advice and support to relevant parties and ensuring that the HR Tracker is up to date. * To actively encourage and develop the Employee Relations skills of the Operations Team, acting as a coach / mentor. * To monitor and oversee all incoming / outgoing TUPE contracts, ensuring compliance by all parties and reporting any issues / concerns / progress to the HR Director. * To actively keep “up to date” on current Employee Relations issues / developments and provide * regular updates at reviews * To deal with any third party claims (WRC) to successful conclusion – in partnership with the Head of HRer – including all paperwork related to the case * To manage any trade union relationship where recognition exists within the business area * **Reward and Recognition;** * To support the division with labour productivity and management initiatives. * Actively promote and encourage the use of all reward and recognition practices * **Employee Engagement;** * Ensure that people understand the business strategy and are motivated to deliver it * Support the HR Director to develop and deliver the employee engagement action plans within the division. * **Reporting;** * Provide a monthly HR update report to the HR Director utilising data from the HR Audits, Management Information Systems and Dashboard; including all relevant turnover, disciplinary and grievance statistics and updates. * Monitor and report on absence quotas to the HR Director on a monthly basis * Conduct a minimum of 2 HR Audits each month with the outcome recorded and reported, ensuring action plans are in place where required. |
| 6. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| Qualifications; Graduate desirable, CIPD qualified or part, Knowledge of UK employment law  Experience; Previous multiunit HR experience desirable, 3+ yrs successful experience of generalist HR within a highly responsive, pro-active, customer orientated function and must have included:   * + - Performance management and development processes     - Interface with multiple levels of employees     - Technical expertise in Employee Relations     - Experience of dealing with TUPE Transfers     - Experience of dealing with Trade Unions, although Sodexo does not, as standard, formally recognise any one union. |
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| 7. Competencies |
| **BUSINESS CONSULTING:** Analyse, diagnose and intervene to solve complex problems and execute practical solutions  **COMMERCIAL AWARENESS:** Focus on key commercial drivers to achieve business objectives  **EMPLOYEE ENGAGEMENT:** Establish an engaging, inclusive, and positive environment  **EMPLOYEE RELATIONS:** Ensure a clear and transparent framework, underpinned by organisational values, practices, policies and employment law  **INNOVATIVE HR SERVICE DELIVERY:** Application of innovative HR insights to drive business performance  **LEARNING AND DEVELOPMENT:** Develop the skills, knowledge and experiences required to fulfil the immediate and long term business strategy  **ORGANISATIONAL DEVELOPMENT:** Increase business effectiveness and champion change to ensure the organisation is designed to deliver current and future objectives  **PERFORMANCE AND REWARD:** Application of performance and reward processes to maximise capability, performance and motivation  **WORKFORCE PLANNING AND TALENT MANAGEMENT:** Effective application of diverse people resources and talent to achieve immediate and long term business strategy |