

**JOB PROFILE**

|  |  |
| --- | --- |
| Job title | HR Business Partner Supply Chain |
| **Business area** | HR |
| **Job purpose** | * To ensure the delivery of sustainable people requirements aligned to business needs and aimed at delivering improved business performance * Support the effective delivery of performance management, successional planning and career path mapping across all business areas * Through relationships with key stakeholders ensure colleagues are educated on how to access the HR service depending on their needs * To effectively manage the Trade Union relationship across the unionised Depot network and ensure effective employee relations are established and maintained * To support effective direct employee relationships and communication in non-unionised areas within Supply Chain * Support the HR Advisor to ensure Employee Relations matters are dealt with effectively * Continually review business and industry people trends and respond accordingly * To support the delivery of the Operations HR plan |
| **Reporting to** | HR Lead Customer Service & Logistics |

**Key accountabilities and measures**

|  |
| --- |
| * To lead the integration of the Depot networks across the business across all People areas * To support the Line Managers with resource planning by setting a clear 12 month plan, assessing current and future requirements. Being agile to keep this up to date according to business demands * To work closely with the Talent Acquisition, HR Advice and People Services Teams to ensure the business needs are accommodated * To support Line Managers to identify and manage high performance and ensure succession planning is in place * To ensure performance management practises and processes are used effectively * Manage employee relations activity across CS & Logistics, building effective working relationships with the unionised and non unionised employee groups. Develop a collaborative working relationship with key trade union bodies and representatives across the business to facilitate ongoing dialogue. * Effectively liaise with the HR Advice team on ER cases * To support and role model an effective leadership and coaching culture across all business areas * Support any people related change, anticipating and effectively dealing with people issues. * Support the implementation of organisational development, design and business change programmes * Support the development and delivery of the Employee Engagement and Recognition activity * Support the wider HR team to develop and deliver HR policies and services that are relevant for the business needs * Support the communication and learning across functions to facilitate continuous improvement and employee engagement * Support effective HR communication within the CS & Logistics business area |

**Key skills**

|  |
| --- |
| * General HR knowledge, experience of talent development, organisational design, change & performance management, manpower planning, succession management and employee engagement and recognition * ER experience in a unionised environment * Multi site experience * Numerically analytical with the ability to scenario plan * Good understanding of reward, learning and development and engagement * Ability to understand interdependencies between sales and operations * Self starter with a bias for action, able to respond and adapt to a demanding and dynamic environment * Strong planning, project and change management skills * Able to challenge the status quo * Effective stakeholder engagement and influencing skills |

**Key relationships and stakeholders**

|  |
| --- |
| * HR Teams * Senior Management teams * External / Industry HR Business Partner contacts * Trade Union Representatives |