

**JOB PROFILE**

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| 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
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| **Reporting to** |  HR Lead Customer Service & Logistics |

**Key accountabilities and measures**

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| * 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
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**Key skills**

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| * 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
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**Key relationships and stakeholders**

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