

Direct Wines Role Profile	
Position Title	Human Resources Business Partner
Reports To	HR Director (UK)
Overall Job Purpose	The HRBP plays a critical role in leading the Direct Wines (Laithwaites) HR function for Head Office and Retail based divisions. This generalist role will co-pilot with function departmental management and senior leaders in the development of effective people processes to drive high performance and engagement.
Key Responsibilities	<ul style="list-style-type: none"> • Provide professional support to all managers in the consistent application of all HR policy and process. • Provide professional and best practice HR expertise on all employee relation issues. • Provide organisation design and development expertise supporting managers with ensuring effective teams. • Lead best practice change management and reorganisation processes. • Support internal and external recruitment and promotion. • Work with line managers to identify learning and development requirements and develop appropriate solutions. • Lead HR reporting process. • Lead management development reviews and the employee PDP process. • Lead and drive functional initiatives from the annual engagement survey. • Lead and execute HR project activity. Projects topics can include pay, organisation effectiveness, training, recruitment and talent management. • Line management of 6 employees within the HR, payroll and office services functions. • Lead the roll out and management of the Apprenticeship Levy • Lead and drive the company L&D and Health and Wellness initiatives • Deliver and lead the company induction programme. • Lead the flexible benefits programme communication and new initiatives.
Qualifications	<p>Essential:</p> <ul style="list-style-type: none"> • Educated to degree level or equivalent • CIPD qualified
Experience	<p>Essential:</p> <ul style="list-style-type: none"> • Proven and strong HR generalist experience with a record of delivery within a fast moving business. • Line management experience • Experience of working within a flexible, autonomous culture. • Experience of working within management teams on complex issues • The ability to influence thinking and decisions effectively. • Possess business acumen understanding business operates. • Experience of leading change within current employment law • Experience of leading employee development • Track record of effective recruitment at all levels across a variety of functions.
Personal Qualities and Skills	<ul style="list-style-type: none"> • Integrity and Trust • Building Effective Teams

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- Effective communication
- Business Acumen
- Decision Quality
- Priority Setting
- Dealing with Ambiguity
- Ethics and Values
- Functional and Technical Skills

Author

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