

Genus Job Description

Job Title	HR Business Partner	Job Family	Human Resources
Job Code		Job Grade	P3

Summary

The Sr HR Generalist designs, implements and monitors human resource programs and policies, including recruitment, learning and development, performance management, compensation, benefits, equal opportunity and diversity, etc. This role will assist in anticipating and planning for long-term human resource needs and trends.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Requires in-depth knowledge and experience
2. Uses best practices and knowledge of internal or external business issues to improve products or services
3. Solves complex problems; takes a new perspective using existing solutions
4. Works independently, receives minimal guidance
5. Acts as a resource for colleagues with less experience
6. May lead projects with manageable risks and resource requirements
7. Exercises judgment based on the analysis of multiple sources of information
8. Explains difficult or sensitive information; works to build agreement

Genus Core Behaviours / Competencies

Customer impact: builds strong, profitable, sustainable customer relationships, anticipating and exceeding customer expectations to increase demand for services and products in order to build loyalty.

Managing external environment: anticipates and responds quickly to environmental changes for the benefit of the business and customers, through strong external networks and deep understanding of the markets.

Execution Orientation: Drives to set ever higher standards and achieve results through determination, resilience and commitment. Develops solutions to enhance the service offering and drive continuous improvement.

Setting Direction: develops simple, deliverable plans based on pragmatic new thinking, ideas or concepts. Assesses accurately commercial risk and return.

Change management: Champions, leads, support or embeds change to improve things. Communicates well and helps others by overcoming barriers.

Analysis and Decision Making: Analyses opportunities and problems thoughtfully and thoroughly to make good and timely decisions.

Team Mobilisation: builds high performing diverse teams, investing resources effectively. Recruits, develops, motivates and retains talent by setting stretching goals and developing capability of self, team and organisation.

Collaboration: 'One team' approach – gains commitment to strategic vision and goals. Builds and maintains networks and relationships, sharing knowledge and experience, delivering on commitments.

The following are qualities that are the foundations on which Genus team members work:

- Integrity
- Honesty
- A desire to work to make a difference in the communities & countries that we work in
- Delivery on commitments – do what you say you are going to do
- Alignment with the business goals and values

Essential Functions include the following. Other duties may be assigned. (Include NO more than 10 functions)	% of Position
Partner with Business Leaders and managers to: <ul style="list-style-type: none"> Advise, guide and coach in the delivery of strategic business initiatives and, offer hands-on support across a wide range of complex/challenging people matters Build capability in the delivery of people policies and processes (i.e. performance management, talent management, disciplinary, absence management) in line with best practice Ensure optimal resourcing levels are maintained, challenging the status quo and participating in/leading resourcing and succession planning initiatives as appropriate 	60%
Work as One Team with the Global HR Team of Professionals including Learning and Development, Reward, Health and Safety, HR Shared Services and People Systems Teams to: <ul style="list-style-type: none"> Enable Genus to be a People Magnet, recruiting, retaining and developing employees Ensure complete compliance with local law and legislation and, best practice Listen and respond to employee needs through regular employee engagement initiatives such as Your Voice Survey Recognise and reward superior performance through the annual Performance Review and Reward Cycle processes Maximise the employee experience, responding to people related queries in a professional and timely manner Drive efficiency, simplicity and consistency is all that we do Champion change and the digitisation of processes to positively impact stakeholder experiences 	20%
Contribute to transformational projects in line with Genus five strategic priorities and people agenda	20%

100%

Requirements

Travel	Willingness and ability to travel regularly throughout the UK
Education	Bachelors degree or above
Licenses/Certifications	Associate CIPD or above
Experience	<ul style="list-style-type: none"> Proven experience of dealing with a wide range of employee relations including disciplinary, grievance, redundancy, TUPE, flexible working, settlement negotiations etc Proven ability to build and maintain strong working relationships
Other	<ul style="list-style-type: none"> Excellent knowledge of UK employment legislation and best practice Clear and concise communication skills, with ability to adapt style according to audience Excellent organisation and prioritisation skills IT literate with strong Outlook, Excel, Powerpoint and Word skills

The above position description is intended to describe the general content, identify the essential functions of, and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.