

Genus Job Description

Job Title	HR Generalist	Job Family	Human Resources
Job Code		Job Grade	P1

Summary

The 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. Performs routine assignments in the entry level to a professional job progression
2. Typically requires a college degree or equivalent work experience that provides knowledge and exposure to fundamental theories, principles and concepts
3. Develops competence by performing structured work assignments
4. Uses existing procedures to solve routine or standard problems
5. Receives instruction, guidance and direction from others
6. No supervisory responsibilities; accountable for developing technical/functional contribution
7. Uses existing procedures to solve standard problems; analyzes information and standard practices to make judgments
8. Exchanges straightforward information, asks questions and checks for understanding

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
<p>Employee Relations</p> <ul style="list-style-type: none"> • First point of contact for managers/team leaders/supervisors to solve routine or standard problems • Guide and interpret terms and conditions, policy and procedure to managers/team leaders/supervisors • Assist in developing and executing personnel procedures and policies, providing guidance and interpretation for business operations e.g. implementation of performance improvement plans • Suggest and design new procedures and policies to continually improve efficiency of the HR department and organisation, and to improve employee experience • Advise and coach managers in the practical application of ER policies and procedures and, act as the company representative in investigations, welfare meetings, attendance and performance improvements meetings • Coach managers and employees in the creation of a flexible work request, facilitate the approval process and support colleagues in the implementation of approved plans • Independently execute employee listening forums and focus groups and, one-on-one exit interviews to measure and analyse employee experience, make recommendations for continuous improvement • Use data to track KPI's and raise awareness of trigger points e.g. absence management, performance management • Resolving issues of conflict before the need for escalation • Escalate hearing, appeals etc to HR Business Partners 	20%
<p>Recruitment and onboarding</p> <ul style="list-style-type: none"> • Coach managers to deliver the Genus employer brand and recruiting to key positions • Coach managers in the practical application of recruitment and onboarding of new starters and internal moves e.g. Job descriptions, Advertising, Right to Work Checks • Represent HR in the facilitation of candidate interviews, assessments and the onboarding process • Collaborate with the Reward Team in the setting and negotiation of total reward packages including benefits and compensation • Support buddies to welcome new starters and internal moves throughout Genus • Advocate recruitment initiatives across the business e.g. Employee Referral Programme • Represent Genus at external events to develop networks, promote the brand and identify key talent 	20%
<p>Learning and Development</p> <ul style="list-style-type: none"> • Support and advise managers in the design of competency frameworks • Arrange and coordinate learning and development initiatives to meet the needs of the organisation and People Strategy e.g. Future Leaders Graduate Management Scheme, Strategic Account Management Academy • Design, deliver and facilitate training sessions and self-service learning materials including e-learning, how-to guides, cheat sheets and videos to support learning • Develop and implement learner feedback tools and techniques. Gather and analyse training feedback and, implement positive action in response to feedback for continuous improvement • Identify training needs of learners across the workforce and feedback to HR Business Partners • Coach colleagues for mandatory training completion 	20%

<p>Health and Safety</p> <ul style="list-style-type: none"> • Advocating and utilising occupational health provision to ensure the wellbeing of employees and compliance • Liaising employee and managers to implement reasonable adjustments based on occupational health reports • Support managers to use data to inform decision-making relating to employee welfare e.g. Lightfoot vehicle trackers • Raise observations in the H&S reporting tool to prevent future accident and incident at work • Present data and recommendations to HR Business Partners for continuous improvement 	20%
<p>People Projects and Support</p> <ul style="list-style-type: none"> • Use HR information systems to gather people data and insights to inform decisions • Analyse and deliver Personal Profile Assessments (PPA) and 360-degree feedback to support recruitment and onboarding, learning and development and, succession planning • Support the completion and interpretation of employee engagement surveys • Design and implement employee engagement initiatives • Represent HR and present at Regional Meetings and feedback to HR Business Partners • Ensure legal compliance of HR rules and regulations and applicable employment laws, and update policies and/or procedures as required • Support the implementation of company initiatives 	20%

100%

Requirements

Travel	Willingness and ability to travel regularly throughout the UK
Education	Educated to degree level (desirable)
Licenses/Certifications	CIPD qualified or with an appetite to qualify
Experience	Previous HR experience (desirable)
Other	<ul style="list-style-type: none"> • IT Systems and administration • Excellent written and verbal communication • European language skills desirable

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.