

POSITION DESCRIPTION

People Business Partner

Purpose of Position

To build strong connections and a deep understanding of the business, enabling a high performing, highly engaged workforce who enjoy consistently exceptional employee experiences whilst achieving ambitious goals.

ROLE SPECIFICATIONS:

Reports to: People & Brand Executive
Department: People & Brand
Key Relationships: **Internal:** People & Brand Executive, Group OD Manager, Group People Operations Lead, Talent Acquisition Partners, Partners' Leadership team, Partners' wider teams, wider People & Brand Team, all Gallagher employees
External: Relevant vendors & contractors as required.
Budget Responsibility: Nil
Direct Reports: Nil

KEY POSITION RESPONSIBILITIES

Key Accountability	Outcomes/ Expectations
Strategic Business Partner	<ul style="list-style-type: none"> • Develops high value, trusted partner relationships with each Partner leadership teams and their employees • For each Partner team - builds and maintains a strong understanding of the <ul style="list-style-type: none"> ○ Key business drivers and ○ Unique people demands and realities • Co-creates people plans, translating team vision & goals into aligned, integrated people strategy and solutions across the employee lifecycle. • Provides feedback, coaching and performance advice to support stakeholders in achieving their objectives, encouraging them to think innovatively about their people strategy. • Provides guidance and input on workforce planning, talent management/ development and succession planning.
OD Partnering	<ul style="list-style-type: none"> • Collaborates closely with Group OD Manager to: <ul style="list-style-type: none"> ○ Identify opportunities for continuous improvement within their Partner teams. ○ Provide input and feedback on OD programme development ○ Champion transformation when deploying the new OD programmes across the organisation to support leaders in ensuring agreed benefits are delivered • Ensure ongoing long-term user adoption of key OD programmes within the business.

People Operations	<ul style="list-style-type: none"> ● Actively recruits alongside Leaders for critical roles to support Leaders in identifying best talent for Gallagher includes job descriptions, job ads /marketing, shortlisting, profiling, interviewing and recommending. ● Collaborate closely with respective Talent Acquisition partner to develop strategies to improve talent attraction and selection practices ● Continuously highlights and addresses respective people priorities and challenges & recommends appropriate actions and measures. ● Provides guidance to Leaders to help resolve employee-relations issues through coaching, career development, counseling, performance management and disciplinary actions, supporting disciplinary processes as needed. ● Enables People related processes to be applied appropriately and in a legally and company policy compliant manner, e.g. business unit restructures. Provides advice, recommendations and risk notifications to relevant leaders. ● Contribute to continuous improvement initiatives to elevates the people experience.
Analytics/ Reporting	<ul style="list-style-type: none"> ● Leverages data from quantitative and qualitative insights to provide insights to leadership teams and employees as well as P&B team ● Works collaboratively with Partner teams to resolve issues and maximise opportunities identified both strategically for the longer term and any immediate tactical requirements ● Provides board report insights and commentary as requested
Build Enduring Partnerships	<ul style="list-style-type: none"> ● Role models behaviours in line with our values and purpose. ● Develops strong working relationships with the wider People & Brand team to ensure the Group People Strategy is well embedded in the business. ● As and when required develop and maintain effective working relationships with third party providers to ensure we are fulfilling Gallagher’s ongoing people strategy.
Health & Safety	<ul style="list-style-type: none"> ● Supports the Risk & Responsibility team in ensuring <ul style="list-style-type: none"> ○ All work environments are safe; work is undertaken safely and effectively ○ H&S policies / procedures are followed and when not followed the appropriate courses of action are supported ● Encourages a culture of health, wellbeing and safety – visible leadership and incident / hazard reporting ● Participates in H&S teams and initiatives as and when appropriate

Including any other duties not specified that may be required to complete the role, and as requested by the Reporting Manager.

ORGANISATIONAL COMPETENCIES

Customer Inspired	Our customers are the focus of all our decisions and actions. Our goal is to provide them with the best products, service and profitability.
Relentless Innovation	We strive for excellence through continuous improvement. We constantly explore ways to ensure our long-term competitive advantage with the lowest cost structure.
Outstanding Quality	To achieve customer satisfaction - quality, fit for purpose, innovative products and services are our committed priority. We make hard decisions in the best interests of the Company and its stakeholders in line with The Gallagher Way.
Enduring Partnerships	Integrity is never compromised. All of our conduct must be personally and socially responsible. We treat each other with trust and respect. Staff empowerment, responsibility and progression are core to our success.
Open Communication	We treat each other with trust, respect and have transparent communication freely circulated to all staff concerned. Staff empowerment, responsibility and progression are central to our success.
Health and Safety	Employees are expected to willingly co-operate in the objectives of making Gallagher a healthy and safe environment to work in. Therefore, employees are required to observe and practice safe work methods and report any near misses, accidents or hazards immediately.

PERSON SPECIFICATIONS

Qualifications Required:

- A relevant tertiary qualification in HR or related field.

Proven Experience Required in:

- A previous People Business Partner (or similar) role (at least five years)
- Building trusted advisor relationships with people from all levels, backgrounds and types of role / personality
- Balancing the commercial performance outcomes with the people strategy, tactics and planning needed to deliver them – strong business acumen
- Technical HR knowledge – wide range with proven agility to move seamlessly between complex employee-relations issues in NZ and/or abroad (that need either direct handling or manager/ employee support – including counseling, performance management, disciplinary actions) through to career and team development work
- Co-designing, developing & successfully / impactfully delivering end to end People projects.
- Leadership coaching - able to effectively provide constructive feedback to support ongoing behaviour change

Skills/Abilities/Mindset Required:

- Customer focus – dedicated to exceeding the needs and expectations of internal (& external) customers
- Performance / outcome focus – identifying stretch goals and achieving them
- Plan & execute - self-motivated with excellent planning and organisational skills, the ability to prioritise tasks to meet deadlines and effectively managing changing priorities.
- Collaborative – proven ability to engage highly with wide teams to deliver outcomes
- Growth / continuous improvement – seeing the problems and solving them in new and innovative ways
- Continuous learning – excited about the future of work, delivering an ever more engaging personalised employee experience aligned to growth goals, demonstrate a strong self-preference for lifelong learning
- Digital savvy – engage widely with people through digital tools
- Change champion - ability to effectively listen & empathise to frame change in truly meaningful ways that engage the teams
- Well-developed ability to analyse and interpret complex information and make effective, well-reasoned decisions.
- A culture champion – able to confidently evangelise what Gallagher stands and believes for, an outstanding advocate for our EVP

ORGANISATIONAL STRUCTURE

CEO
People & Brand Executive
Group Business Partner Lead
People Business Partner

Protect what matters most.

Our purpose and our values apply to our extended Gallagher family including our employees, customers, partners and community.

