



POSITION PROFILE

HR Business Partner



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From its beginnings as a family business who were committed to bringing quality malt to Glasgow's brewers, Bairds Malt now operate four Malthouses across the UK have grown and developed into a trusted partner to many of the world's leading brewers and distillers.

With 200 years of malting heritage, Bairds are celebrating the next chapter of its malting story having added capacity at two of their UK maltings to help meet the demand from distillers and brewers across the world.

When the Bairds brothers first established their new maltings operation back in 1823 they had one goal in mind - make the best available malt, so that local brewers and distillers could make the best available drinks. 200 years on, that's still their vision.

They believe that quality malt makes a difference - not just to the final dram or pint - but to all of the parts of the supply chain that they work alongside.

Bairds seek to continually ensure that their barley supply is coming from farms that they know by name, and that the growers who supply the barley are supported throughout the crop cycle by the direct relationships with their merchanting partners.

Bairds' newly renovated maltings in Arbroath and new malt plant in Inverness make use of some of the most up to date developments available in the industry. The new plant in Inverness, is able to produce 57,000 additional tonnes of quality malt annually without any increase in the amount of water they use in the process, thanks to a new water filtration system. Bairds recognise that for sustainability to be achieved throughout the supply chain, it has to begin with them, at the beginning.





Job Title:	HR Business Partner
Location:	Hybrid working with base in Edinburgh (35 hours per week) Must be willing to travel to all UK sites (3 Scotland, 1 England)
Reports to:	HR Director

The HR Business Partner is responsible for supporting the management teams with day-to-day strategic, operational and cyclical HR activities, working closely with the business to implement best practice and demonstrate continuous improvement.

Main Responsibilities:

- Scope and implement HR projects, procedures and guidelines that align to the strategic and operational goals of the business.
- Provide technical advice and consultancy to ensure managers have the tools and information required to manage their people effectively at all stages of the employee lifecycle.
- Influence and build relationships with people around the business across all functions, particularly operations/general management.
- Oversee employee relations casework including any dispute resolutions, disciplinaries, grievances and absence, support more complex employee relations issues where necessary.
- Manage cyclical HR activities such as annual salary review, performance, and benchmarking.
- To support the recruitment and onboarding processes where necessary and as part of the overall Talent Management strategy
- Participate in the roll out of the employee engagement survey, supporting improvement plans with line managers as part of the overall employee engagement strategy.
- Creation of robust people practices such as restructures, retention strategies and succession planning.
- Establishing policies that promote the company's culture and vision and are legally compliant.
- Contribute to the employee internal communications strategy including management of the employee communication and consultation forums as well as other employee communication methods where relevant.
- Contribute to training and development plans including support/delivery of manager toolbox sessions/briefings and delivery of ad hoc training as required.





Key Accountabilities:

- Keep up to date with employment law and regularly revise policies ensuring legal compliance.
- Ensuring that the business manages its operations in a structured manner that is focused and effective.
- Ensuring that relevant operational policies and procedures are established and are effective in practice and that external regulations are always adhered to.

The above responsibilities are neither exclusive nor exhaustive and the incumbent may be called upon to carry out such other appropriate alternative or additional duties as may be required, which are within their capability and competence.





Experience & Qualifications:

- Qualified to graduate level ideally with CIPD qualification.
- Experience dealing with complex HR issues and can apply existing extensive HR and business knowledge to lead and manage issues.
- Experience in all aspects of HR.
- Delivered key strategic HR projects in line with business goals and objectives.
- Experience in developing internal engagement approaches.

Knowledge & Skills:

- A positive, driven, and proactive professional who displays a 'can do' attitude
- A passion for driving organisational improvement and culture to deliver best in class performance.
- Organised and pragmatic with an ability to find solutions to challenging problems.
- Ability to build strong, cooperative, and productive relationships with the wider team.
- Highly professional with an ability to adopt a Partnership approach and build a strong rapport with internal and external stakeholders.
- Someone who is passionate, determined and will take accountability.
- Proven ability to maintain discretion and confidentiality.





An attractive package including salary, private medical, pension and bonus is on offer commensurate with background and experience required for the role.

For more information on remuneration please contact Kirsty Sim at Livingston James.

Contact details are as follows;

T: 07538 799711 or E: kirstysim@livingstonjames.com



The Recruitment Process

First stage interviews will be conducted by retained consultant, Kirsty Sim of Livingston James. Selected professionals will then be presented to Bairds Malt for consideration.

Shortlisted candidates will be invited to interview with Clare Rudkin (HR Director). Subsequent stages will be communicated by Livingston James throughout the process.

All third-party applications, enquiries and direct approaches to the company will be referred to Livingston James.

