

## ROLE DESCRIPTION: PEOPLE RELATIONS PARTNER

### WHAT YOU DO

You have responsibility and accountability for the People Relations areas for the country(ies) in scope. E.g., implementation of global deliveries and processes, policies, and guidelines. Securing that local laws, practices and needs are captured and catered for.

Facilitating alignment between global and local needs to achieve common approach and delivery where needed.

### WHO YOU ARE

To be successful in your role you ensure that your part of the People Relations network have the right competence, work multi and contributing to the business needs by taking responsibility for the whole.

By having a holistic approach and proactively ensuring market intelligence, you enable agile solutions, compliance to existing and upcoming legislations, mitigate risks and solve problems to support the business needs.

### HOW YOU DO IT

By acting in line with our values and being a role model, you contribute to your own and H&M Group's business success.

No matter what your role may be at H&M Group – WHAT you do is as important as HOW you do it.

# WHAT YOU DO

## Your responsibilities

<b>Labour relations / Labour law</b> <i>Provide legal support, secure compliance and represent H&amp;M Group as an employer in the local market.</i>	<ul style="list-style-type: none"><li>● Expertise in labour law and responsible for industrial &amp; labour relations including legal advice connected to e.g. new markets, business models and strategies.</li><li>● Represent H&amp;M Group, build and manage proactive and constructive relations, should ocal work councils and unions.</li><li>● Responsible for handling Sexual Harassment cases.</li><li>● Proactively interpret and apply laws, regulations, and agreements to secure compliance.</li><li>● Interpret and draft various employment agreements and templates.</li><li>● Conduct and support with arbitration process and disputes.</li><li>● Manage individual cases, internal investigations, incidents, and disciplinary actions locally.</li><li>● Responsible for the local Grievance mechanism and supporting tools.</li><li>● Responsible for designing contracts as per the Shop and Establishment Act.</li></ul>
<b>Work environment and health</b> <i>Provide support and secure compliance in the local region/market working multi.</i>	<ul style="list-style-type: none"><li>● Responsible for Work environment (physical, digital, organisational and social work environment/psychosocial) and Wellbeing including health and safety management.</li><li>● Secure proactive management of incidents, accidents, risk observation and reporting throughout the business operation in cross collaboration with local Security team.</li><li>● Set and implement a systematic way of working within the health and safety area by investigate, risk assess, raising the awareness, mitigating potential risks and follow up across the organization together with Security team.</li><li>● Ensure collaboration with local Security team on cross dependencies within health and safety area.</li><li>● Contribute with People relations expertise to the local crisis team.</li></ul>
<b>Advice and Support</b> <i>Give expert advice on People Relations and support to managers, HR, and other functions in the local market working multi.</i>	<ul style="list-style-type: none"><li>● Strengthen Regional/Market capabilities and competences needed within People Relations areas.</li><li>● Expertise in People Relations to guarantee compliance and a “one colleague experience”.</li><li>● Ensure cross functional collaboration and have an overall operational overview with knowledge of handling day to day operational matters.</li><li>● Act as strategic and operational support for different stakeholders at Region/ Market level, including the management team.</li></ul>

	<ul style="list-style-type: none"> <li>Secure all Managers have relevant competence and tools regarding People Relations.</li> <li>Be part of change- and strategic initiatives where People Relations expertise is needed and analyze and advice in solutions.</li> <li>Contribute to the overall H&amp;M Group's reporting obligations.</li> </ul>
<b>Implement and Adapt</b> <i>Implement and adapt H&amp;M Group CoE People Relation guidelines and frameworks according to local laws and set local strategy for stakeholder engagement</i>	<ul style="list-style-type: none"> <li>Collaborate with Group CoE People Relations to implement and adapt policies, guidelines, and frameworks locally.</li> <li>Responsible to implement, follow up and govern HR Internal Control process for the Region/Market.</li> </ul>
<b>Other knowledge and skills...</b> ... that will help you deliver on expectations	<ul style="list-style-type: none"> <li>You know how to develop cross functional collaborations on site as well as remotely.</li> <li>Understanding of how to empower and develop yourself as well as people and organization.</li> <li>Strong communicator, have persuasive and assertive skills.</li> <li>You have a great passion for people and the business around them.</li> <li>Good business understanding and ability to translate business context into needed actions from people relations perspective.</li> <li>Proactive, innovative, curious, and solution-oriented mindset.</li> </ul>

# WHO YOU ARE

## Your knowledge and personal characteristics

Knowledge consists of education, skills, experience.

<b>Education</b> <i>list relevant formal education, e.g., university degree (or equivalent) and/or other trainings, professional courses and certifications which are relevant for the role</i>	<ul style="list-style-type: none"><li>● Formal education within Human Resources (or equivalent)</li><li>● Formal experience of Policy Development (or equivalent)</li></ul>
<b>Skills</b> <i>list the most important skills needed to perform the job. Skill is defined as ability to use knowledge in execution and performance. Skills can, but don't have to be related to formal education, e.g., accounting skills, digital marketing, stakeholder management, communication skills...etc.</i>	<ul style="list-style-type: none"><li>● Advisory skills</li><li>● Analytical skills</li><li>● Communication skills</li><li>● Negotiation skills</li><li>● Project management skills</li><li>● Stakeholder management</li><li>● Strategic skills</li><li>● English language</li></ul>
<b>Experience</b> <i>list relevant previous work related (and private if applicable) experience that could be beneficial for the role.</i>	<ul style="list-style-type: none"><li>● Driving transformation/setting and implementing strategies</li><li>● Experience and worked within People relations areas</li></ul>

<p><b>Personal characteristics</b></p> <p><i>List the 3-7 most important personal characteristics that describe how you behave at work.</i></p> <p><i>(choose from the list and/or add other ones)</i></p>	<p>People and relationships:</p> <p>Communicative / influencing / socially confident / supportive / consultative.</p> <p>Tasks and projects:</p> <p>Analytical / conceptual / creative / methodical / conscientious</p> <p>Drives and emotions:</p> <p>Calm / resilient / integrity /flexible / decisive and action oriented / achievement oriented</p>
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# HOW YOU DO IT

## Your behaviours: living the values, growth mindset, leadership (if applicable)

No matter what your role may be at H&M – WHAT you do is as important as HOW you do it. This part applies to all roles at H&M and should not be edited.

<b>Our Values</b>  All colleagues within H&M Group share the same values.  They express how we create meaningful growth together – with our customers at heart and the mindset Everyone is a leader.	<b>Values in action</b>  Our values are put into action through their key behaviours/competences, that guide all colleagues across H&M Group to perform a task successfully regardless of role. See below.
<ul style="list-style-type: none"><li>● We are one team</li><li>● We believe in people</li><li>● We are entrepreneurs</li><li>● We make constant improvement</li><li>● We are cost conscious</li><li>● We are straight forward and open minded</li><li>● We keep it simple</li></ul>	<ul style="list-style-type: none"><li>● Collaboration (e.g., the ability to be collaborative, inclusive, engaging)</li><li>● Empowerment (e.g., the ability to be empowering, trusting, listening)</li><li>● Innovation (e.g., the ability to be innovative, risk-tolerant, flexible)</li><li>● Improvement (e.g., the ability to be action oriented, taking ownership, willing to learn)</li><li>● Resourcefulness (e.g., the ability to be resourceful, responsible, proactive)</li><li>● Honesty (e.g., the ability to be open-minded, sincere, self-aware)</li><li>● Clarity (e.g., the ability to be clear, efficient, effective)</li></ul> <p><i>[Turn to the overview of Values in action <a href="#">here</a> for more detailed examples of how the key behaviors/competences can be expressed]</i></p>

**OUR VALUES** are the starting point for how we act. They form a red thread throughout the competences needed in your role.

