

Junior Human Resource Generalist

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Company: WTW

Location: Brussels

Category: other-general

The Company

WTW is a leading global advisory, broking and solutions company that helps clients around the world turn risk into a path for growth. With roots dating to 1828, WTW has 40,000 employees serving more than 140 countries. We design and deliver solutions that manage risk, optimize benefits, cultivate talent, and expand the power of capital to protect and strengthen institutions and individuals. Our unique perspective allows us to see the critical intersections between talent, assets and ideas – the dynamic formula that drives business performance. Together, we unlock potential. Learn more at

The Business

Working strategically with the business, this HR Generalist position plays an essential role in partnering with business leaders to support the business strategy and growth through the successful delivery of the HR agenda.

The Role

This role will partner with all Lines of Business leaders in Belgium and serve as trusted business partner to implement best practices and manage initiatives to support business growth.

This role will involve working closely with the HR Centres of Expertise (COEs), Talent Advisors and HR Services to manage employee relations, HR operations, organisational effectiveness, performance management, talent development and total rewards whilst ensuring seamless delivery to the client.

Principal Accountabilities

To put the interests of clients and the integrity of the market at the heart of the way you do business.

Serve as a trusted business partner to business leaders and managers working to advise on and promote initiatives to support business growth whilst also taking a balanced approach to managing risk.

Role model for the delivery of HR services through the HR operating model.

Key activities

Organisational Structure: Work with central and local teams to provide guidance on organisational design and ensure the smooth transition through employee consultation and actions as appropriate. Contribute to the continuous improvement of HR policies and procedures.

Employee Relations: Responsible for management of employee relations, legal compliance and ensuring HR policies meet these requirements. Manage performance issues and provide guidance on effective coaching and counselling. Work with managers to outline appropriate counselling and disciplinary steps and to ensure proper actions are taken in cases of involuntary termination. Lead disciplinary and exit processes ensuring actions meet company and legislative requirements. Negotiate exit agreements, taking legal advice on more complex cases.

Case Management : Delivery of case management advice on key areas such as disciplinary, performance management, redundancy, long-term sickness and issues. Provide guidance to colleagues and to people manager to ensure successful outcomes that balance risk and business cost. Ensure adherence to unique jurisdictional requirements and monitor issues for continuous improvement of employment practices and/or processes.

Organisational Effectiveness: Ensure consistent and effective application of human resources policy, processes and programmes across the Line of closely with function heads to determine and action future organisational structures including assisting with managing change. Ensure that HR delivery activity complies with all company employment practices and applicable country/jurisdiction laws and regulations; for business as usual and for integration/harmonization subsequent to any merger/acquisition/transfer of undertaking.

Compensation : Manage annual salary, bonus, performance reviews and promotion process. Assist managers with compensation and level determinations and related communications.

Hiring, Promotions and Salary changes: Ensure data integrity, appropriate approvals, and timely processing of all transactional requests.

HR Transactions:Oversee HR transaction processing ensuring a quality, timely and efficient service to internal and external clients.

Global MobilityAssist with managing internal movement of colleagues, including transfers, secondments and promotions. Coordinate with Global Mobility team and Finance team to provide documentation and support for immigration cases, tax issues etc.

Inclusion and Diversity : Support strategy and initiatives in country initiated globally and by the business locally.

Work/Life Balance: Serve as a local resource on work/life balance issues; coordinate with managers on alternative work arrangements and lead best place to work initiatives.

People

Work effectively with immediate colleagues. Key HR contacts include HR Service Delivery (HRSD), Lines of Business and other HR Generalists. Foster a culture of process improvement with a focus on streamlining our processes adding value to our business.

Manage the relationship with Works Councils (where applicable) and other representative stakeholders where applicable.

Performance and Talent Development

Work with function heads to champion the performance review process including: reinforce the objectives and expected outcomes of the process.,

Act as a resource for leaders to ensure that year-end performance review meetings are conducted in a timely and effective manner.

Work with Talent Advisory to support identification and development of high potential colleagues, conduct annual training needs analysis, identifying appropriate training (re)sources – including links to core curriculum, conduct training where appropriate.

Oversee internal movement of colleagues, including transfers/relocations and promotions.

Total Reward

Oversee the annual salary, bonus and level change procedures.

Assist managers and leaders in compensation and level determinations and related communications to required governance standards.

Coordinate with the Compensation and Benefits teams to provide data and advice relating to competitiveness of Reward offering – salary range development, market benchmarking, etc.

Financial

Work with function heads to meet any synergy saving targets identified through restructuring as required.

Utilise reporting and HR data analysis to drive business performance, manage employment costs and associated issues.

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