

HR Management Degree Apprenticeship

*Three-year rotational degree apprenticeship programme
delivered by Pearson Business School & Business Management degree awarded by the University of Kent*

Through a blend of on-the-job experience and structured coursework, the Estée Lauder Companies rotational HR degree apprenticeship provides an exceptional introductory opportunity for an aspiring graduate to gain a degree whilst completing placements within a leading regional prestige beauty HR team.

Whilst completing the chartered manager degree apprenticeship, the successful candidate will gain all the skills, behaviours and knowledge required to take responsibility for people, projects, operations and services to deliver long term organisational success, with the professional recognition of their ability to deliver impact, behave ethically and demonstrate their commitment to continual learning and development. The role will focus on the three key building blocks of a successful HR function: people, process and technology.

Throughout the programme, the successful candidate will carry out a range of tasks whilst rotating through the following HR functions:

Talent:

- Knowledge and capability to deliver a full recruitment life cycle from briefing meeting through to new hire and onboarding process
- Understanding of HR systems and processes to ensure legal requirements, H&S, and well-being needs.
- Develop an understanding and appreciation for employer branding and marketing strategies, including how to segment and target relevant markets and candidates at all levels of roles.
- Develop ability to market map in order to spot talent gaps externally.

Benefits, Reward and Compensation:

- Understand financial strategies in the context of people costs, including budgets, internal and external benchmarking and grading, benefits provision, reward and retention schemes and how to provide financial reports on all the above to varying stakeholders across the business.
- Understand approaches to procurement and contracting of third parties in the reward and benefits space, as well as legal requirements around right to work and pay gap reporting
- Understand commercial context in an organisational setting and how this changes over time.
- Gain insight and analysis of benefits portal user data to determine and drive customer service outcomes and improve uptake of benefits. Creative approaches to developing solutions to meet customer need.

HR Business Partnering:

- Understand how organisational strategy and plans are developed and implemented in partnership with key stakeholders, including approaches to resource and supply chain

management, workforce development, sustainability, taking and managing risk, monitoring and evaluation, and quality assurance. Know how to manage change in the organisation.

- Understand different inclusive leadership and partnering styles and models, how to develop teams and support people using coaching and mentoring approaches. Understand organisational culture and diversity management.

Fast-To-Action Project Management:

- Know how a project moves through planning, design, development, deployment and evaluation. Understand risk management models and reporting, risk benefit analysis and H&S implications.
- Plan, organise and manage resources in order to achieve organisational goals. Identify key outcomes, develop and implement plans and monitor progress, and provide reports as required. Proactively identify risk and create plans for their mitigation. Able to initiate, lead and drive change within the organisation, identifying barriers/challenges and how to overcome them. Ability to use widely recognised project management tools.

General Skills throughout each rotation:

- Understand approaches to innovation and digital technologies and their impact on organisations, and how their application can be used for organisational improvement and development.
- Understand different forms of communication (written, verbal non-verbal, digital) and how to apply them. Know how to maintain personal presence and present to large groups. Awareness of interpersonal skills of effective listening, influencing techniques, negotiating and persuasion.
- Understand innovation and digital technology's impact on data and knowledge management for analysing business decision-making.
- Know how to manage time, set goals, prioritise activities and undertake forward planning in a business environment with a focus on outcomes.

Whilst on programme, the successful candidate will acquire the following knowledge through a blend of structured and on-the-job learning:

Awareness of self and others

- Able to reflect on own performance, identifying and acting on learning and development needs. Ability to understand impact on others. Can manage stress and personal well-being, and confident in knowing core values and drivers.

Management of Self

- Able to create personal development plan and use widely recognised tools and techniques to ensure the management of time and pressure effectively, and prioritisation and strategic alignment of activities.

Decision Making

- Use evidence-based tools and ethical approaches to undertake problem solving and critical analysis, synthesis and evaluation to support decision making.

Developing Collaborative Relationships

- Able to build rapport and trust, develop networks and maintain relationships with people from a range of cultures, backgrounds and levels.
- Able to contribute within a team environment.

- Effectively influence and negotiate, being able to have challenging conversations and give constructive feedback.
- Work collaboratively with internal and external customers and suppliers.

Underpinning Skills, Attitudes and Behaviours required to succeed in this role

- **Takes responsibility:** Drive to achieve in all aspects of work. Demonstrates resilience and determination when managing difficult situations. Seeks new opportunities underpinned by commercial acumen and sound judgement.
- **Inclusive:** Open, approachable, authentic, and able to build trust with others. Seeks the views of others and values diversity internally and externally.
- **Agile:** Flexible to the needs of the organisation. Is creative, innovative and enterprising when seeking solutions to business needs. Positive and adaptable, responding well to feedback and need for change. Open to new ways of working and new management theories.
- **Professionalism:** Sets an example, and is ethical, fair, consistent and impartial. Operates within organisational values and adheres to the requirements of relevant professional bodies.