

## Human Resources

BAE Systems Submarines is the prime contractor for the Astute Class of Submarine with a contract in the region of £3.5 Billion. We are responsible for the design, build and initial in-service support of the current five boats in the Astute Class. Submarines is also driving towards gaining contracts for Astute Class Boats 6 and 7, as well as looking at developing new business opportunities within the civil nuclear market and working through the concept phase of Future Submarines.

The Human Resource Team provides the dynamic link between the complex, challenging objectives of our business and the individual aspirations of our employees.

An appropriately skilled, well-organised and highly-motivated workforce is essential to achieving our vision – Safely Delivering Affordable Capability Together.

The Human Resource Department is integrally involved in the quality, development and improvement of our people, while at the same time ensuring they have the effective resources and services required to operate within the fast-paced environment of Submarines.

A graduate working in the HR Team will be able to work in different areas of HR over the course of two years, tackling significant challenges, proving delivery against specific targets, working closely with a range of internal customers and make a positive contribution to the Submarines business. Expectations on you will be great; however you will receive substantial support to help you develop your experience and level of responsibility.

Can you handle the challenge?

Gain invaluable experience in areas such as:

- HR Service Delivery
- Employee Relations
- Learning and Organisational Development
- Remuneration and Benefits
- Resourcing
- Performance Management
- HR Policies and Governance.

See overleaf for more details on some of these areas.

This wide ranging role encourages our graduates to develop skills in mentoring and coaching as well as inter-personal skills. Use all the resources available to progress your career within Human Resources.

## Human Resources Service Delivery with Employee Relations

At the core of the HR Service Delivery Team are the HR Advisors, who interface with the business to provide a professional HR Service. The myriad of issues which arise in the unique environment of Submarines ensures no two days are ever the same.

A large part of the generalist HR role is working in partnership with the Trade Unions on a daily basis. This develops employee relations skills for dealing with individual employee issues but also larger organisational issues that may occur. The Trade Unions are involved in the promotion and future development of the Submarines business with local and national government bodies. Working in consultation with the Trade Unions; HR Service Delivery aim to achieve optimum levels of performance, commitment and effectiveness of all Submarines employees.

Graduates within Human Resources will experience the challenging schedule of an HR Advisor, which provides exposure in a range of circumstances and gain invaluable experience of dealing with and understanding the dynamic relationship between the Submarines business and the Trade Unions both on a one to one basis and in the wider context of the Unions committee structure. Along with a professional manner,

HR Advisors must display an assertive and confident attitude while dealing with sensitive, challenging and difficult situations, including case management of absence, disciplines, grievances, performance issues, and restructuring programmes.

In order to provide bespoke, expert advice expected by the business areas they support, HR Advisors must possess a range of skills and qualities. These skills include being able to initiate, prioritise and plan activities, co-ordinate a range of projects at any one time and respond effectively to changing priorities. Effective relationships between the HR Advisor and the business must consist of two key elements, trust and respect. This allows the HR Advisor to become an integrated and valued member of the team, providing assistance and facilitation when faced with business challenges.

## Learning and Organisational Development

It takes a special kind of work-force to build the next generation of nuclear submarines, one which is highly skilled, motivated and delivers high performance.

Working within this team will enable you to contribute significantly to team and individual development. You will work integrally with internal customers to identify development requirements, source appropriate solutions, project manage major programme implementations and evaluate the effectiveness of training and development activity.

Any development in Submarines is based on need, mapped into business requirements, ultimately enabling the delivery of a world-class business. Development activity focuses not only on technical and professional activity, but currently on a major programme of leadership and behavioural development. Learning and Organisational Development works across the business affecting positive behavioural change. Challenges associated with the Defence Industrial Strategy and our absolute requirement to deliver an affordable, quality based and safe-product drives significant organisational and behavioural challenges. This drives the need to contribute and drive a large range of different activities including teamwork, implementation of behavioural competencies, communication, leadership development and objective deployment.

You will be able to utilise a customer focussed, creative, problem-solving based approach, designed to encourage people to flourish and work in different and better ways. If you are committed to inspiring development in others to deliver outstanding products, a placement in L&D is the right place to be.

## Remuneration and Benefits

In order to attract and retain a performance driven workforce it is essential that the reward package offered to employees reflects the values of the organisation and drives motivation to achieve business goals.

Working in this team you will be involved in all aspects of reward from implementing annual employee bonuses and conducting benchmarking activities to creating new benefit schemes and encouraging recognition throughout the business. This team works to a reward strategy that motivates and drives employees to perform as well as being cost effective to the business. You will spend a lot of time interfacing with the trade unions, the performance management team and the HR Service Delivery Team, working across the business to ensure that the reward strategy is delivered effectively at all levels. Working in this area of HR is a brilliant insight into the complex world of reward.

Are you the graduate the Human Resource Team are looking for? Can you contribute to the challenging delivery of a service integrally involved in quality, development and improvement? If so, apply to join the Human Resource team today.

For a Graduate to consider working in Human Resources: the candidate would have an HR/Psychology related degree with a minimum 2:1 result