



SEVERN  
TRENT  
WATER

# Always giving advice and support



## Human Resources

The Human Resources (HR) department is one of the support teams that cover all of the staff at Severn Trent Water. It is divided into a number of teams:

### HR Operations

The HR Operations team works with colleagues across the organisation to give timely and consistent advice on 'people issues'. The team consists of Administrators, Advisors and Managers who work together to:

- Provide guidance on all people policies, including more difficult issues relating to grievance and disciplinary matters.
- Support continuous improvement and change; including a range of activities from communications, consultation, redeployment, selection and organisation design.

### Occupational Health

Occupational Health is concerned with keeping people well at work – physically and mentally. This includes advising about the prevention of occupational disease, assessing fitness for work and helping to rehabilitate those who have suffered injury or sickness back into work.

The Occupational Health Service is a multidisciplinary team consisting of doctors, occupational health advisors, ergonomists, hygienists, psychotherapist, counsellors and physiotherapists. Colleagues also have access to the Employee Assistance Programme.

### Payroll

The Payroll team is responsible for the payment of salaries, allowances and variable pay to approximately 6,400 UK based employees in the Severn Trent Group. This is made up of 8 payrolls which span 6 businesses and includes the administration and tax reporting for employer provided benefits.

They also carry out all of the statutory reporting to Her Majesty's Revenue and Customs (HMRC) and maintenance of compliance with PAYE legislation.

### Organisation Management

The OM Organisation Management team create and maintain the business structure. This includes maintenance of organisation units, position titles, locations, cost centres and reporting lines, for staff positions.

### Employee Rewards

The Reward team is responsible for the development and on-going management of The Severn Trent pay structure, salary reviews, incentive and recognition schemes and company-wide benefit programmes.

### Pensions

The Pensions team provide help and information about all pension schemes and benefits provided for employees, including help with technical issues, business change programmes, death in service process. Assistance is provided in the process of early retirement, including voluntary early retirement and ill health early retirement.

### Resourcing

The Resourcing Team work across the organisation on all permanent, temporary and contractor job vacancies. They support Managers in making the best hiring decisions possible and ensure the best people are recruited in to the organisation. The team supports internal and external recruitment, graduate and apprentice recruitment and business re-organisations. They also design and run selection events and ensure a positive candidate experience through the recruitment and selection process.

### Learning and Development

The Learning and Development Team focus on upskilling individuals, managers and teams in order to drive performance improvement. A range of different learning options are available to suit different needs and learning styles, including tools so that employees can develop themselves. The team supports the personal development of employees, managers, leaders, graduates and apprentices.

